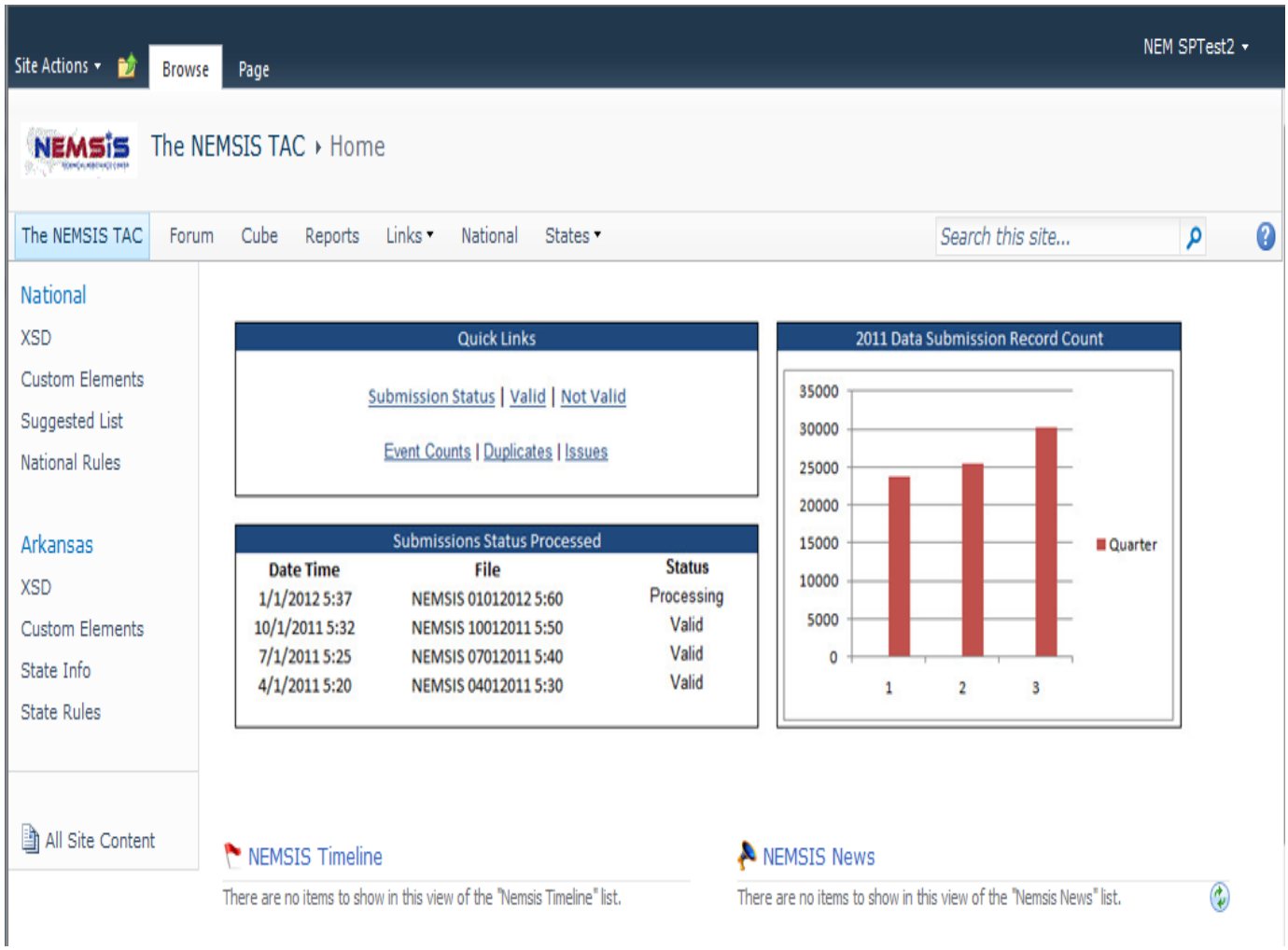
SharePoint User Manual

Created April 2012



(This a mock picture, later will be replaced with Dashboard information for each state)

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NEMSIS SharePoint Overview:

NEMSIS SharePoint site is a communication tool between NEMSIS Technical Assistance Center staff, State Data Managers, and other EMS partners. The advantage of this site will advance communication related to the submissions and approvals of individual state documents. The documents that will be submitted include: XSD's, Custom Elements, State Information, and State Rules. The State information may consist of documents that indicate the V3 elements a state requires, specific procedure or med lists, or other documentation.

Terms Defined:

XSD - is an XML-based language used to describe and control XML document contents. XML Schema Definition provides a definition on how the data will look and be formatted (e.g. Age is a numeric field and can only be between 0-125).

XML - eXtensible Markup Language provides the format to store and move data from one location to another.

Custom Elements – A standard approach to creating new elements or extending existing elements found in the NEMSIS V3 XML Schemas (XSDs). These implementations will help agencies and states capture very specific data, (e.g. patient hair color).

Suggested List - The U.S. National Library of Medicine provides access to the ICD-10-CM; RxNorm; and SNOWMED CT code values through the Unified Medical Language System (UMLS). The NEMSIS TAC may only distribute suggested lists with specific value codes from the UMLS system to entities licensed through the UMLS system. The "suggested list" files will be zipped archives that are automatically created each time one of the licensed code databases is updated in the NEMSIS master data repository. A licensed user can download the appropriate archive file.

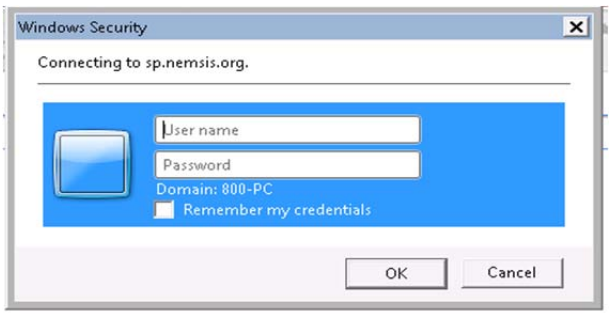
State/National Rules - Rule-based validation language for making assertions about the presence or absence of patterns in or data in the XML file. The rules also specify required relationships between other elements.

User Access:

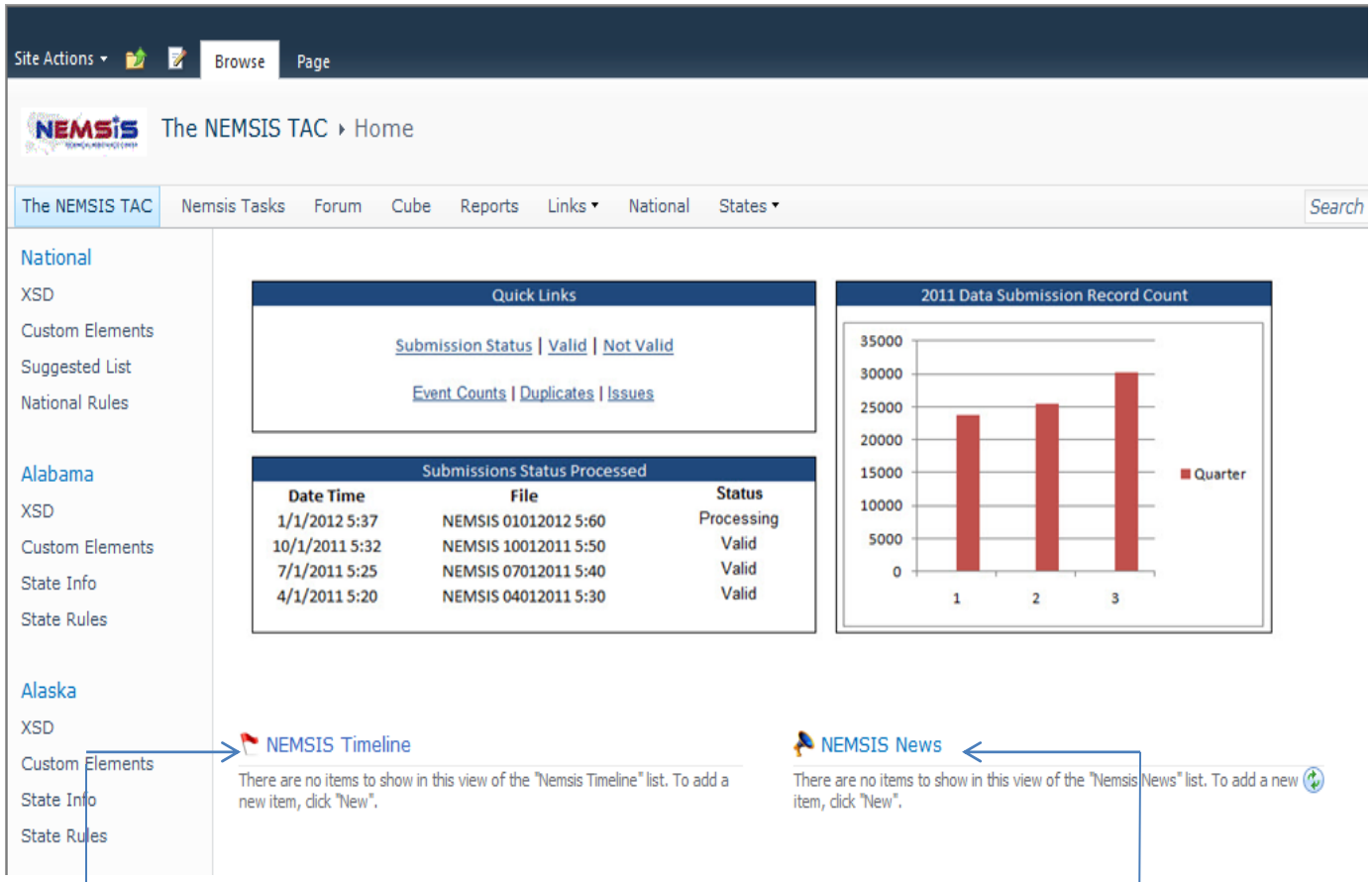
To access the SharePoint site State Data Managers will use the same user account and password information which is used to access the NEMSIS reporting tools.

The NEMSIS SharePoint site itself is only accessible by State representatives identified by the State Data Manager. The communication will take place between NEMSIS TAC and State EMS Office personnel.

Access the site at the link https://sp.nemsis.org/sites/main /



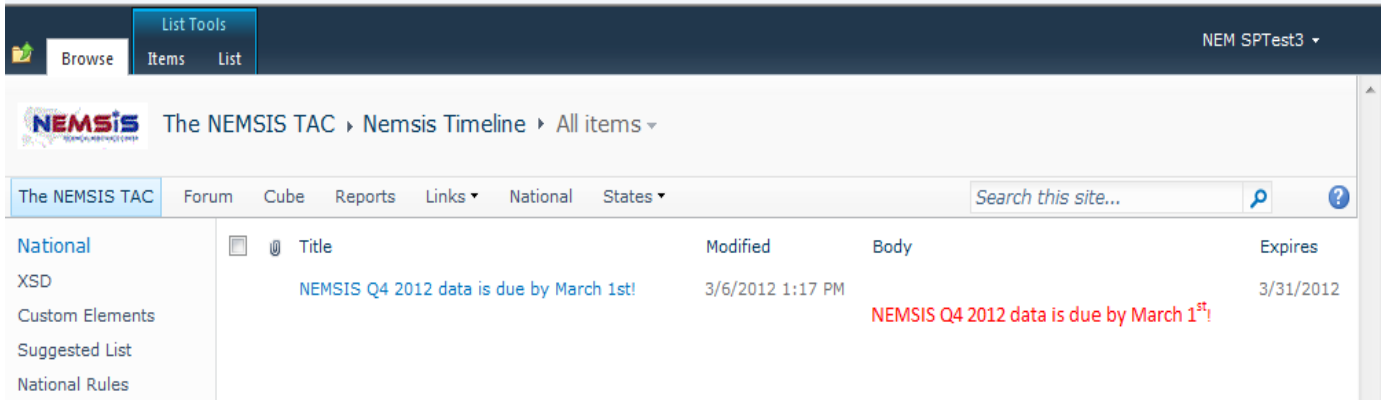
Home Page **(Screen shot is a mock picture, later will be replaced with Dashboard information for each state)**



From the Home Page:

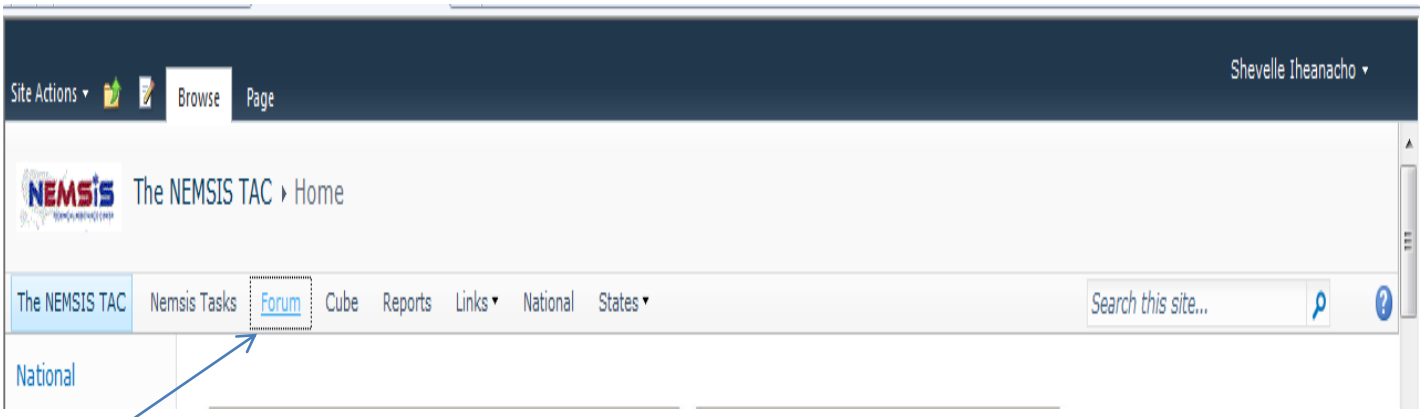
Click in the middle of the link titled NEMSIS Timeline to view NEMSIS timeline issues.

Click in the middle of the link titled NEMSIS News to view NEMSIS announcements.

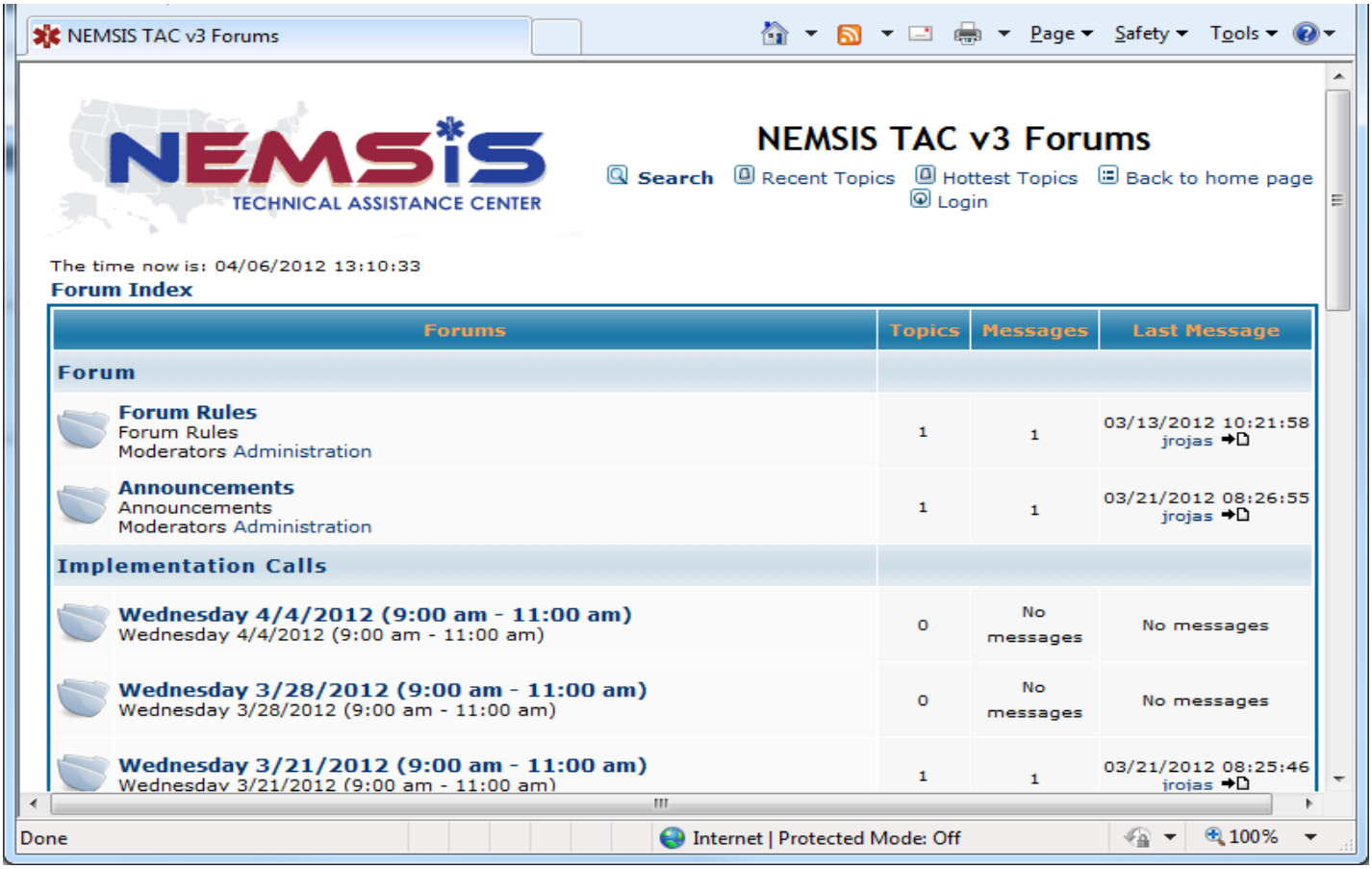


This screen shot view shows a timeline issue titled NEMSIS Q4 2012 data is due March 1st .

The Forum

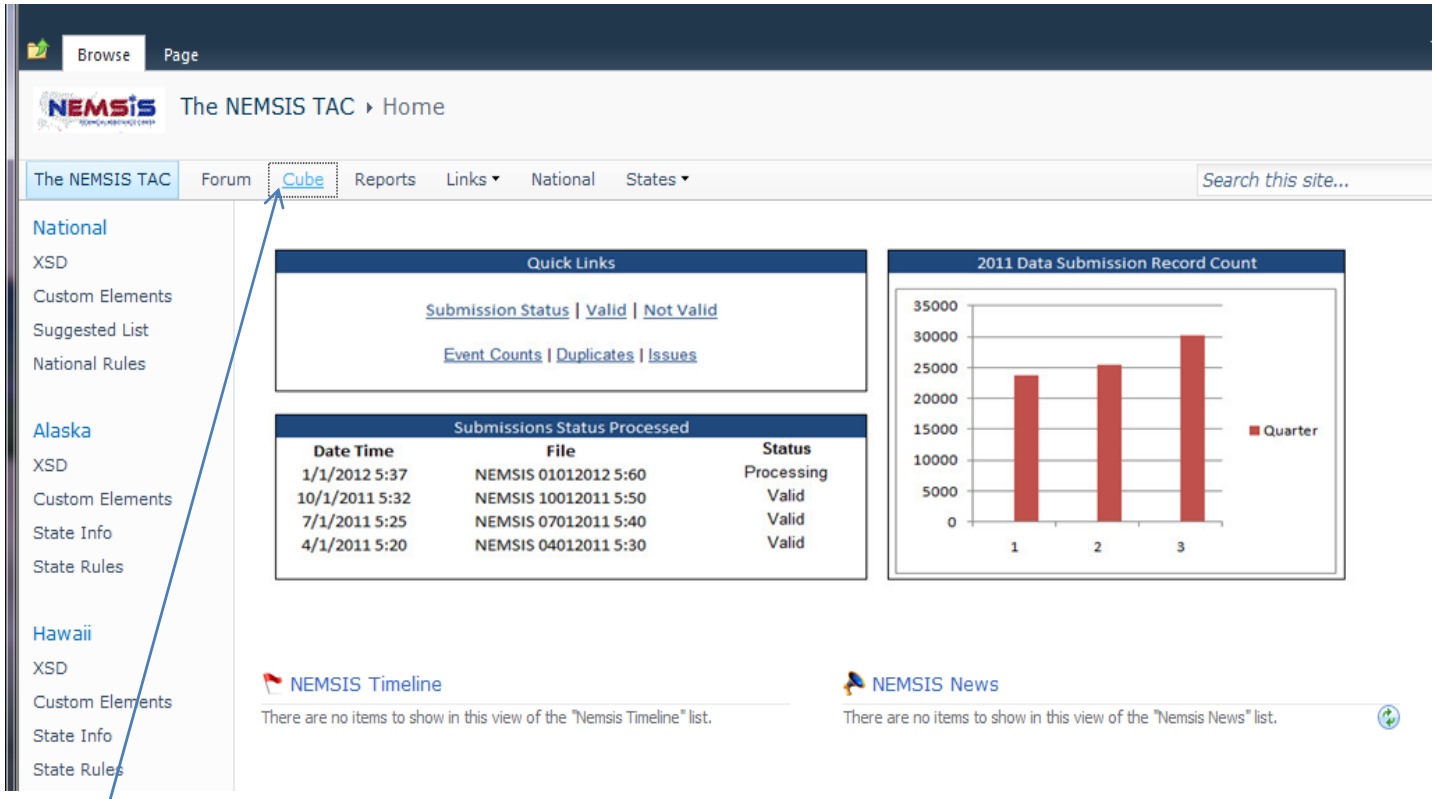


Click on the link titled Forum . A new browser window will open to access the NEMSIS Forums.

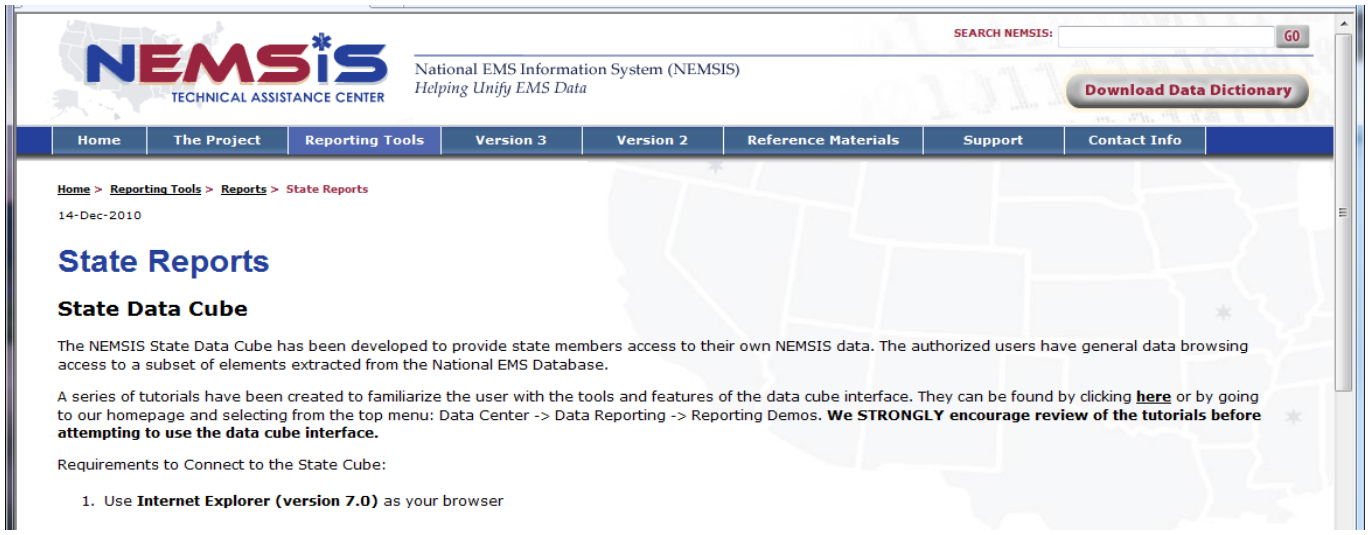


This NEMSIS TAC Version 3 Online Community forum is dedicated to posting Announcements, Implementation/Compliance Call Information, Version 3 Discussions, and Frequently Asked Questions.

The Cube **(Screen shot is a mock picture, later will be replaced with Dashboard information for each state)**

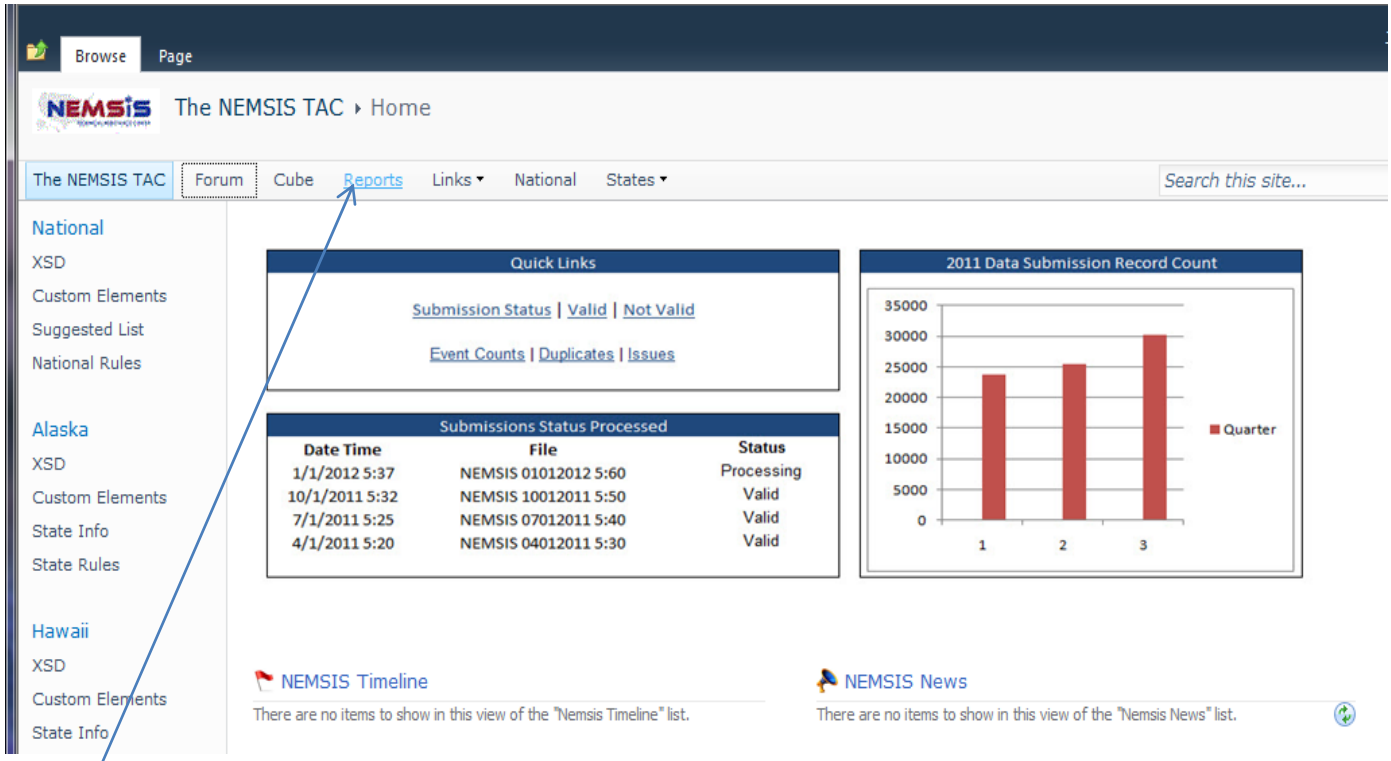


Click on the link titled Cube. A new browser window will open to access the NEMSIS Website, State Reports. The Cube facilitates analysis of multidimensional data models with rapid execution time.

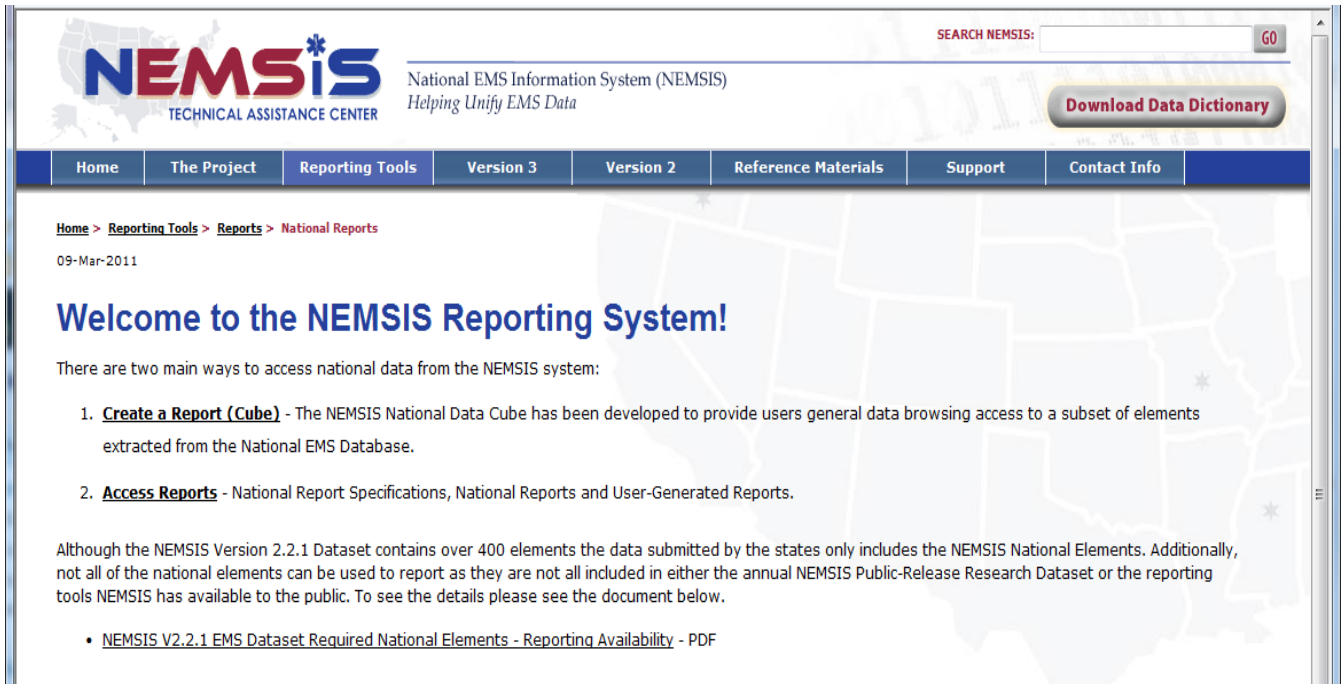

NEMSIS
TECHNICAL ASSISTANCE CENTER
National EMS Information System (NEMSIS)
Helping Unify EMS Data
SEARCH NEMSIS:
GO
Download Data Dictionary
Home
The Project
Reporting Tools
Version 3
Version 2
Reference Materials
Support
Contact Info
Home > Reporting Tools > Reports > State Reports
14-Dec-2010
State Reports
State Data Cube
The NEMSIS State Data Cube has been developed to provide state members access to their own NEMSIS data. The authorized users have general data browsing access to a subset of elements extracted from the National EMS Database.
A series of tutorials have been created to familiarize the user with the tools and features of the data cube interface. They can be found by clicking here or by going to our homepage and selecting from the top menu: Data Center -> Data Reporting -> Reporting Demos. We STRONGLY encourage review of the tutorials before attempting to use the data cube interface.
Requirements to Connect to the State Cube:
1. Use Internet Explorer (version 7.0) as your browser

This site explains which internet browser to use and provides a link to Report Portal which connects users to the Cube.

The Reports (Screen shot is a mock picture, later will be replaced with Dashboard information for each state)

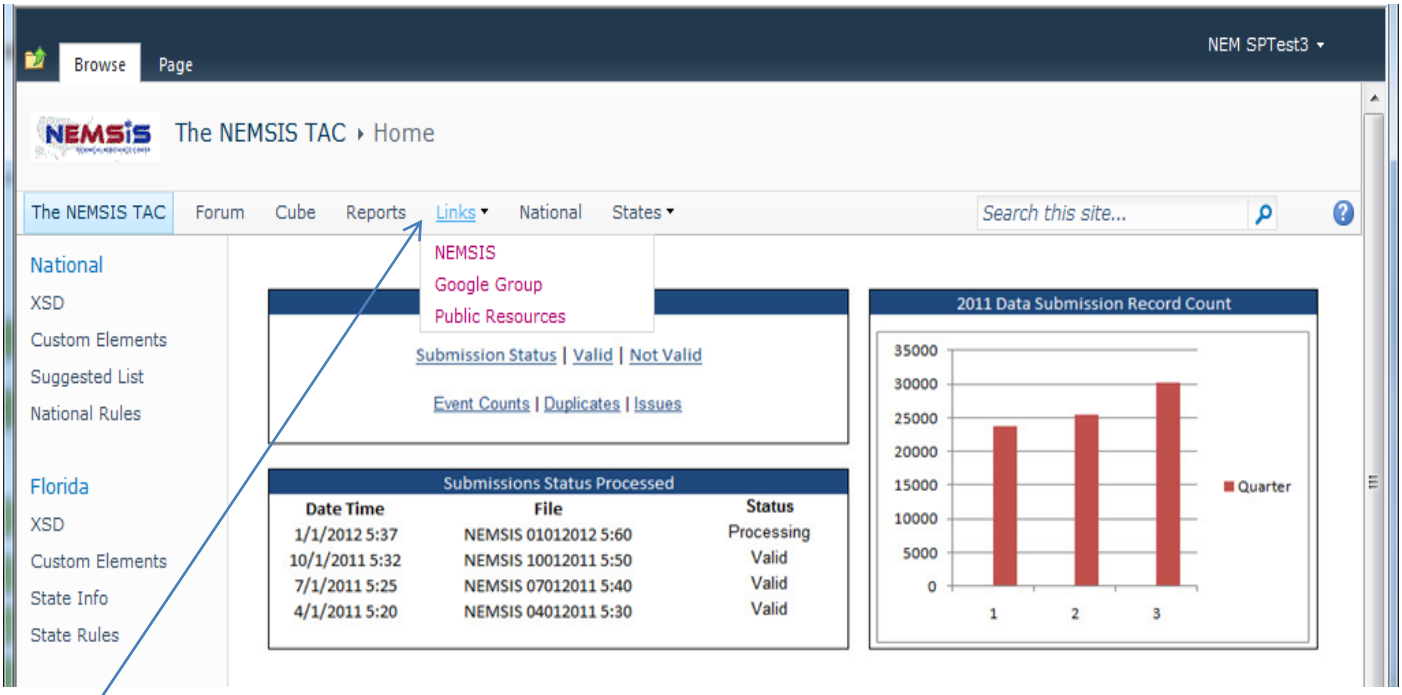


Click on the link titled Reports. A new browser window will open to access the NEMSIS Website, Reports. This link goes one step beyond the Cube link.


NEMSIS
TECHNICAL ASSISTANCE CENTER
National EMS Information System (NEMSIS)
Helping Unify EMS Data
SEARCH NEMSIS:
GO
Download Data Dictionary
Home
The Project
Reporting Tools
Version 3
Version 2
Reference Materials
Support
Contact Info
Home > Reporting Tools > Reports > National Reports
09-Mar-2011
Welcome to the NEMSIS Reporting System!
There are two main ways to access national data from the NEMSIS system:
1. Create a Report (Cube) - The NEMSIS National Data Cube has been developed to provide users general data browsing access to a subset of elements extracted from the National EMS Database.
2. Access Reports - National Report Specifications, National Reports and User-Generated Reports.
Although the NEMSIS Version 2.2.1 Dataset contains over 400 elements the data submitted by the states only includes the NEMSIS National Elements. Additionally, not all of the national elements can be used to report as they are not all included in either the annual NEMSIS Public-Release Research Dataset or the reporting tools NEMSIS has available to the public. To see the details please see the document below.
• NEMSIS V2.2.1 EMS Dataset Required National Elements - Reporting Availability - PDF

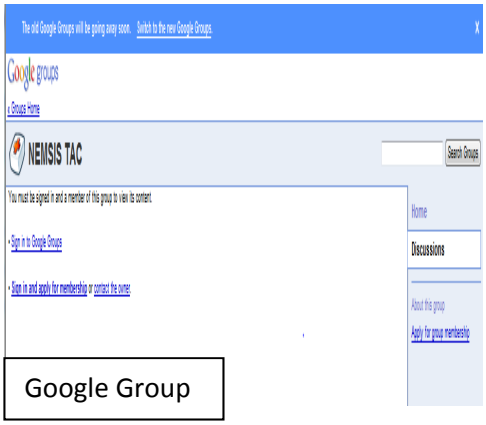
This site allows the user to Create Reports using the Cube or Access (pre-defined) National Reports.

The Links (Screen shot is a mock picture, later will be replaced with Dashboard information for each state)

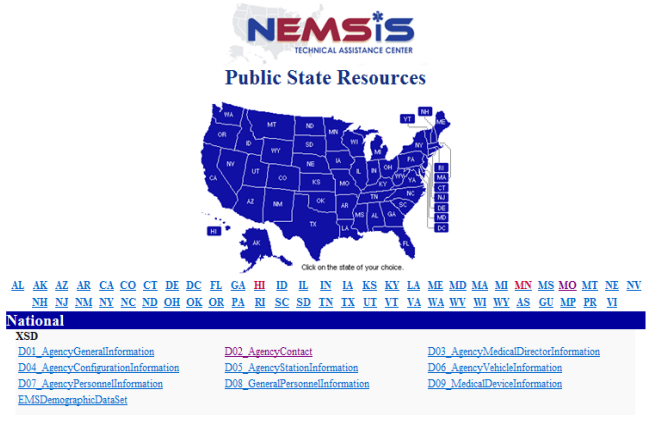


Click on the link titled Links. A new browser window will open to connect you to either: the NEMSIS website, Google Group, or Public Resources.

Website

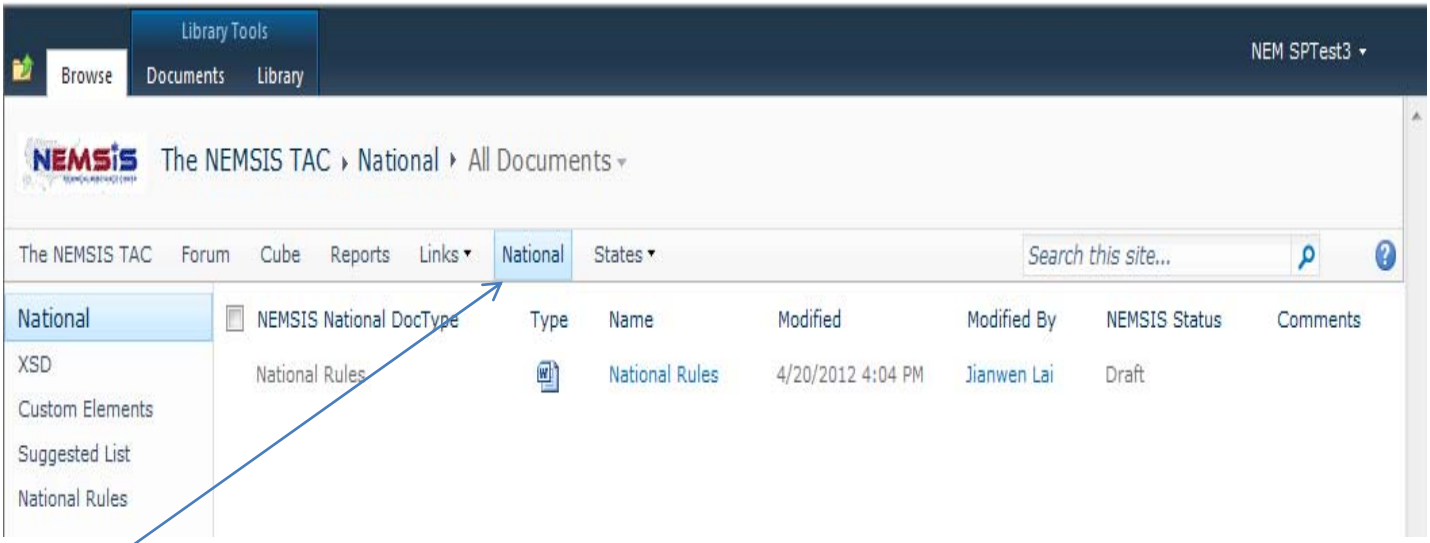


Google Group


NEMSIS
TECHNICAL ASSISTANCE CENTER
Public State Resources
Click on the state of your choice.
AL AK AZ AR CA CO CT DE DC FL GA HI ID IL IN IA KS KY LA ME MD MA MI MN MS MO MT NE NV
NH NJ NM NY NC ND OH OK OR PA RI SC SD TN TX UT VT VA WA WV WI WY AS GU MP PR VI
National
XSD
D01_AgencyGeneralInformation
D02_AgencyContact
D03_AgencyMedicalDirectorInformation
D04_AgencyConfigurationInformation
D05_AgencyStationInformation
D06_AgencyVehicleInformation
D07_AgencyPersonnelInformation
D08_GeneralPersonnelInformation
D09_MedicalDeviceInformation
EMSDemographicDataSet

Public Resources

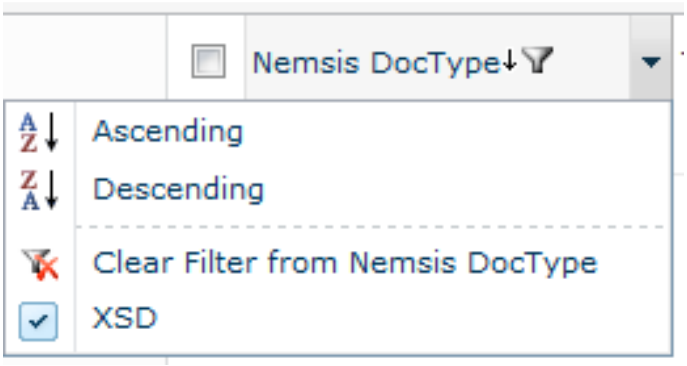
National Documents



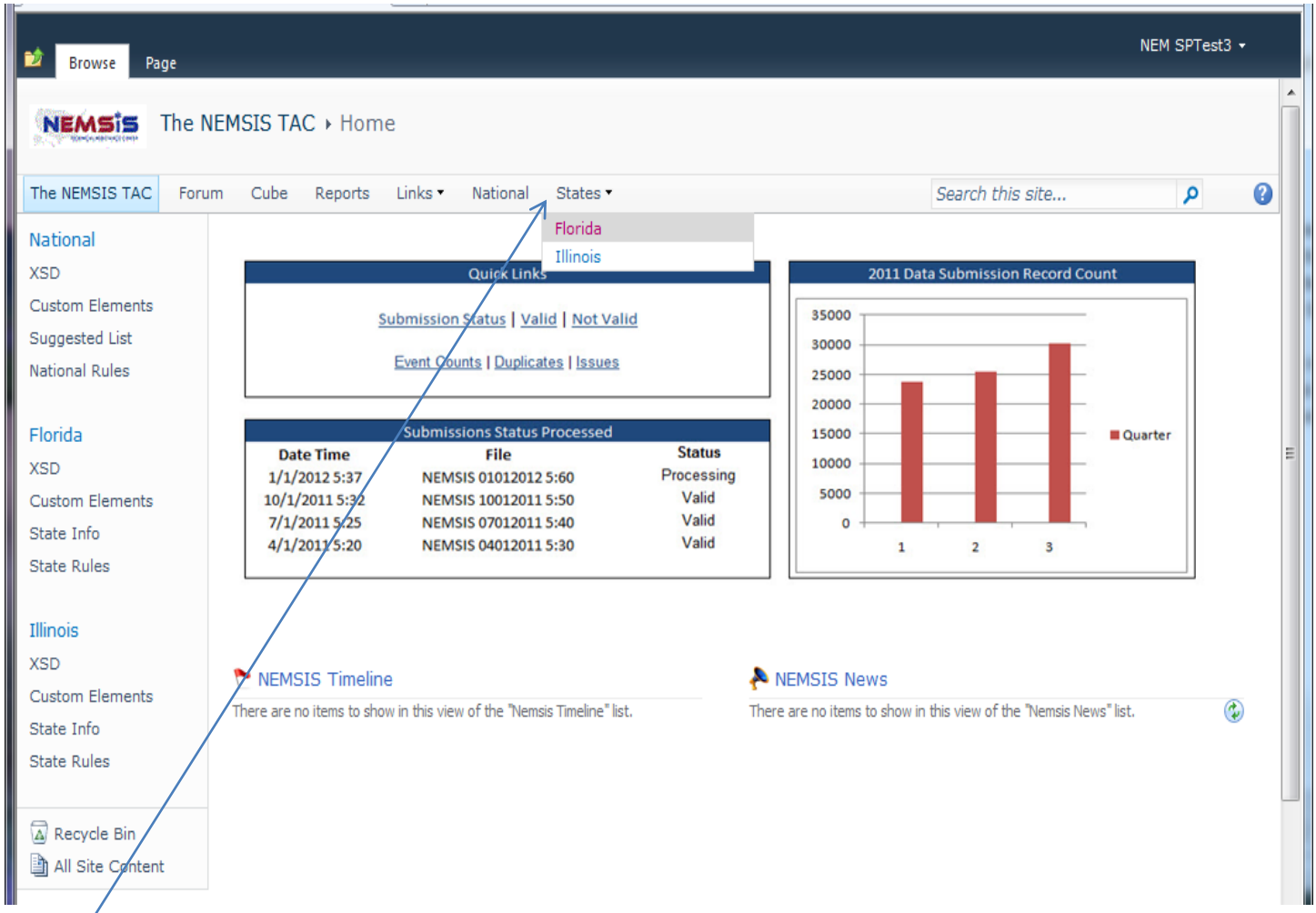
Click on the link titled National and you will be able to view **All Documents** under the V3 National Standard Information. You will see a list of XSD's, Custom Elements, Suggested List, and National Rules. The National documents are **Read Only** and can be ordered by each column title:

- **NEMSIS DocType -** Will be one of the four types: XSD, Custom Element, Suggested List, or Rules.
- **Type** - Identifies the type of document within an icon and defaults to XSD if not specified.
- **Name -** A user given title to name the document.
- **Modified -** An automated date and time stamp of the uploaded, modified, or published document.
- **Modified By -** Captures the user information as determined by the system account.
- **NEMSIS Status -** This field identifies the document as a Draft or Published.
- **Comments -** Space provided for a brief helpful description of the document.

Each column title, mentioned above has a drop down menu.

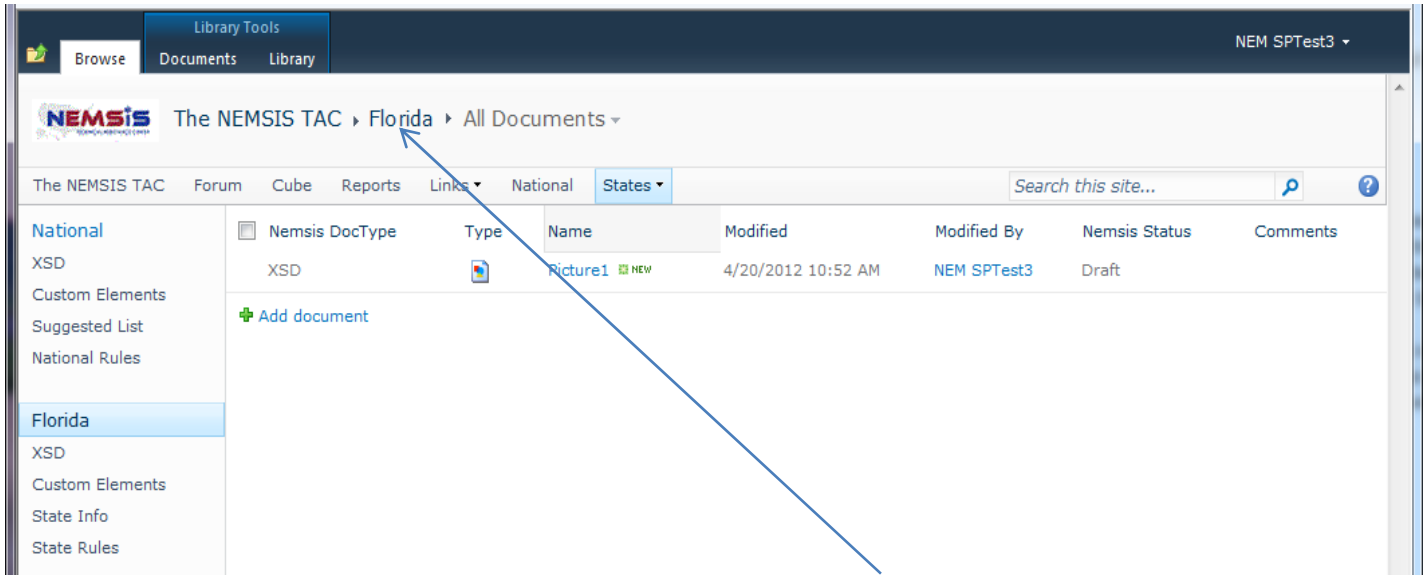


State Documents **(This a mock picture, later will be replaced with Dashboard information for each state)**



Click on the link titled States and it will bring you to your state home page within SharePoint. If you have permission to view multiple States or Territories they will appear in the list. From this list you can choose a state or territory to view listed documents or submit new documents. State Data Managers are encouraged to submit XSD documents via SharePoint.

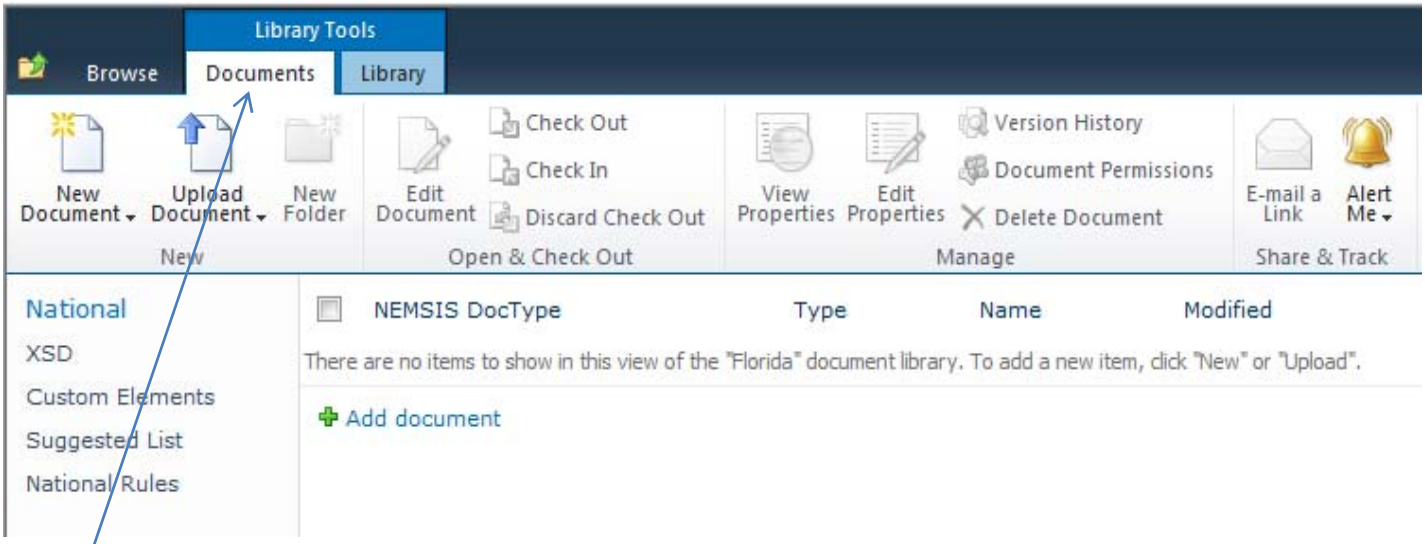
State Documents



After clicking on the link titled States and choosing your actual state, e.g. Florida, this screen shot shows **All Documents** for the chosen state. The documents can be ordered by each column title:

- **NEMSIS DocType -** Will be one of the four types: XSD, Custom Element, State Info, or State Rules.
- **Type -** Identifies the type of document within an icon and defaults to XSD if not specified.
- **Name –** A user given title to name the document.
- **Modified –** A automated date and time stamp of the uploaded, modified, or published document.
- **Modified By -** Captures the user information as determined by the system account.
- **NEMSIS Status -** This field identifies the document as a Draft, Submit, or Published.
- **Comments -** Space provided for a brief helpful description of the document, but not necessary.

Library Tools - Document View

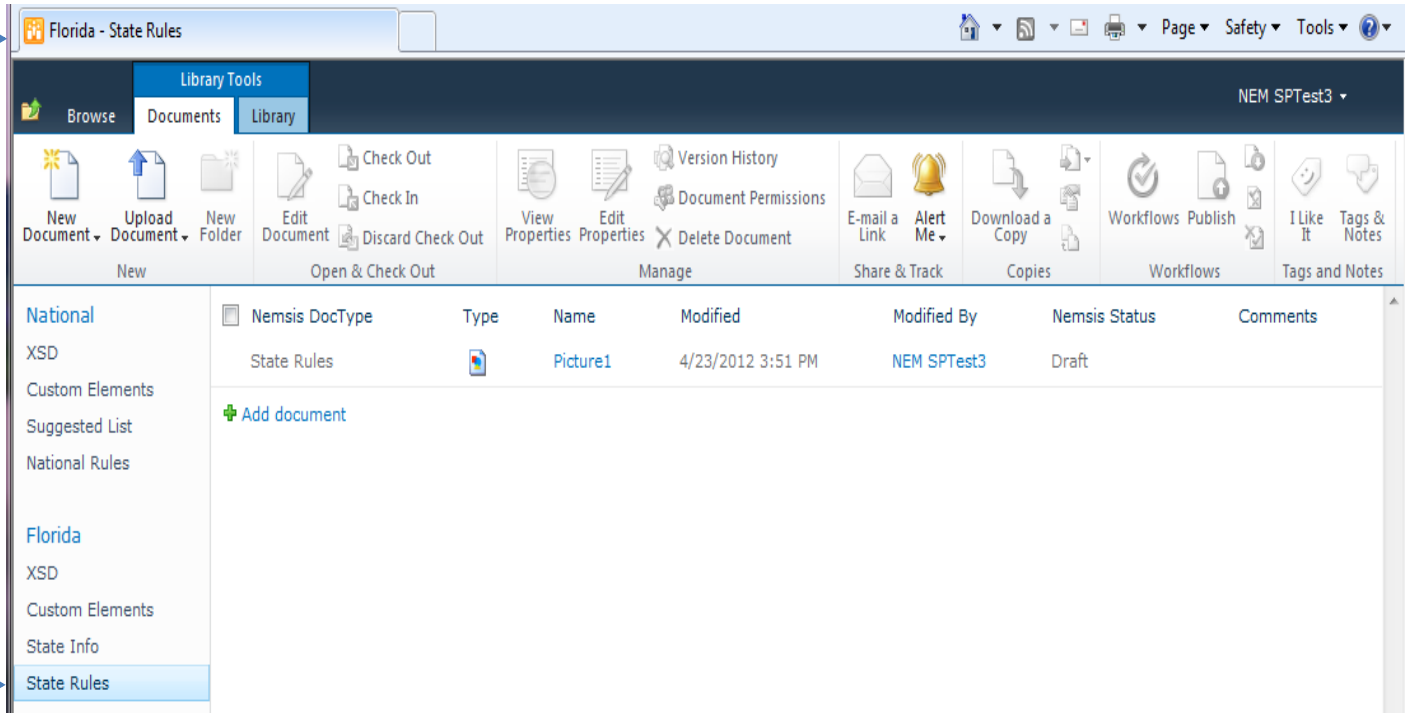


After clicking on the link titled States and choosing your. Click the document icon, or the word the Documents under Library Tools, the following additional tabs will appear:

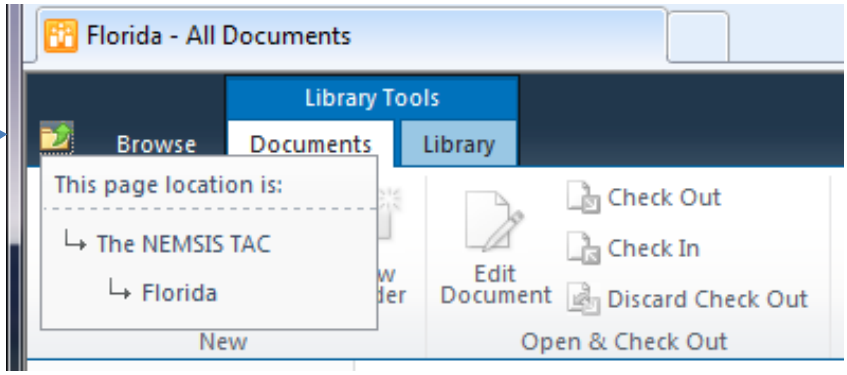
- **New Document -** Create a new document in this library.
- **Upload Document -** Upload a document from your computer to this library.
- **Alert Me -** Receive e-mail or mobile notifications when things change.

** Although you can see many options on the screen, unless they are in black font color, they are disabled.*

Library Tools - Document View

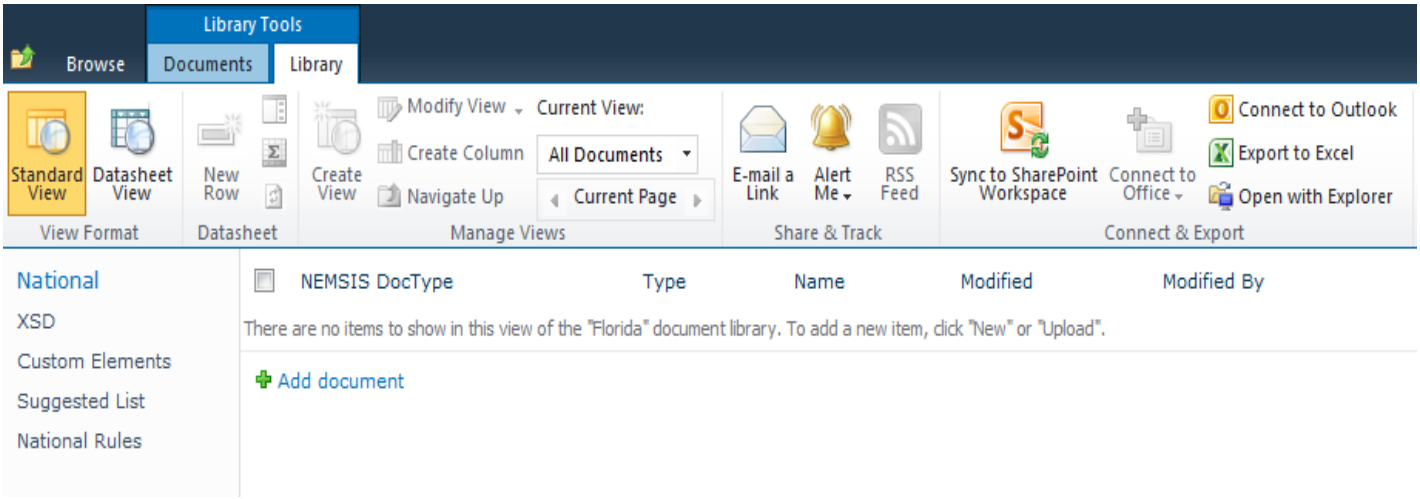


Under **Florida, State Rules** you will see the document that was uploaded with a date and time stamp. The status of the document can be tracked under NEMSIS Status.



Click the folder icon to Navigate Up and get to the home page or click the **Browse** tab on the menu bar, then click **The NEMSIS TAC** to return to home page.

Library Tools - Library View

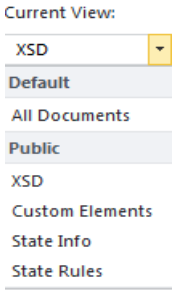


1

While on your state page, when you click the word Library, several new library tools will appear as indicated in row #1. The following additional tabs are:

- **Standard View** - View and manage list items using the standard list format.
- **Datasheet View** - View and manage list items using a spreadsheet format. You can bulk edit item properties while using this view.
- **Current View:** Change the current view of this list or library.

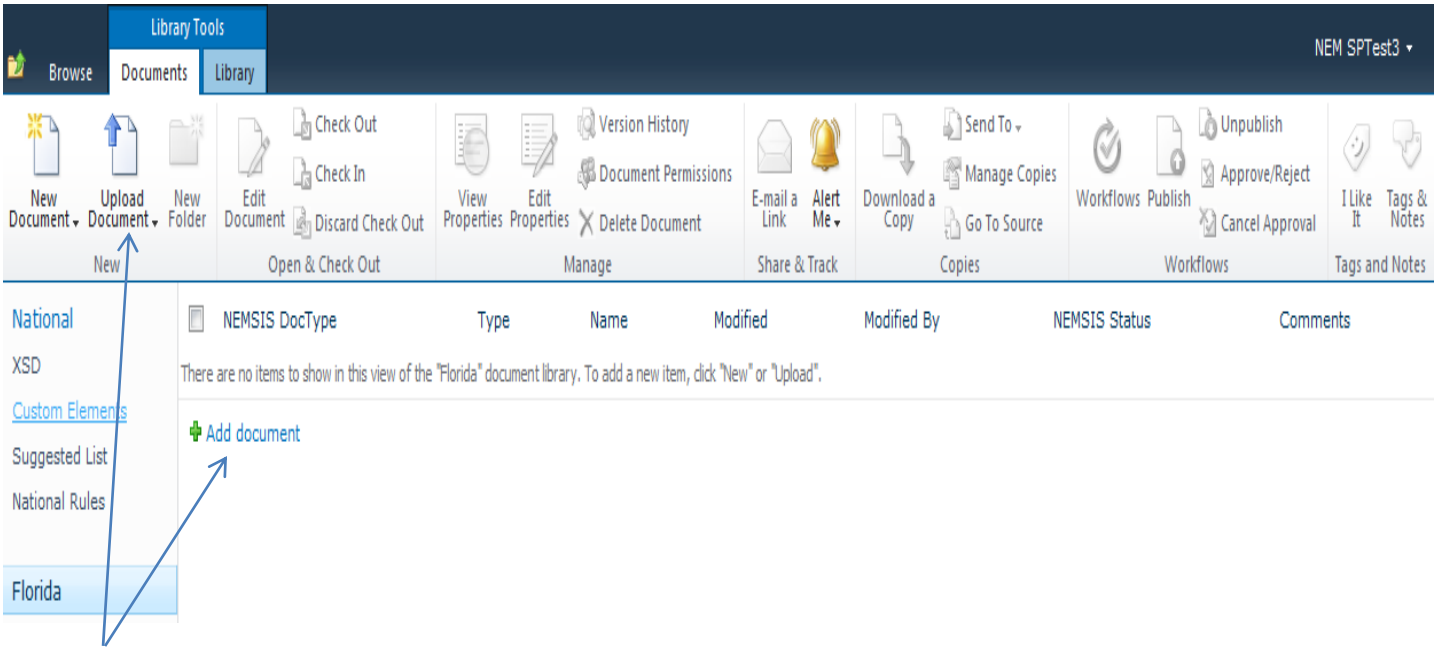
  Drop down menu options:



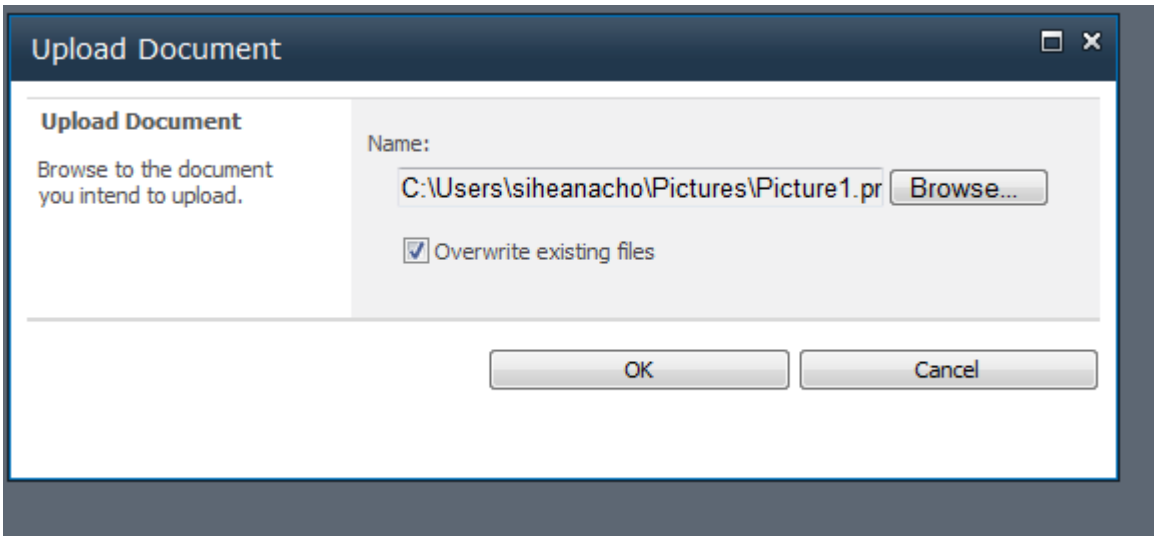
- **Current Page** - Move to Previous Page or Next Page.
- **E-mail a Link -** Email a link to this document.
- **Alert Me -** Receive e-mail or mobile notifications when things change.
- **Sync to SharePoint Workspace** - Create a synchronized copy of this library on your computer using SharePoint Workspace.
- **Connect to Outlook** - Synchronize items and make them available offline using Microsoft Outlook.
- **Export to Excel** - Analyze items in this list using Microsoft Excel.
- **Open Explorer** – Open this library as a standard Window explorer folder. Drag and drop files into this library, create folders, move, copy, and delete multiple files at once.

** Although you can see many options on the screen, unless they are in black font color, they are disabled.*

Upload Document

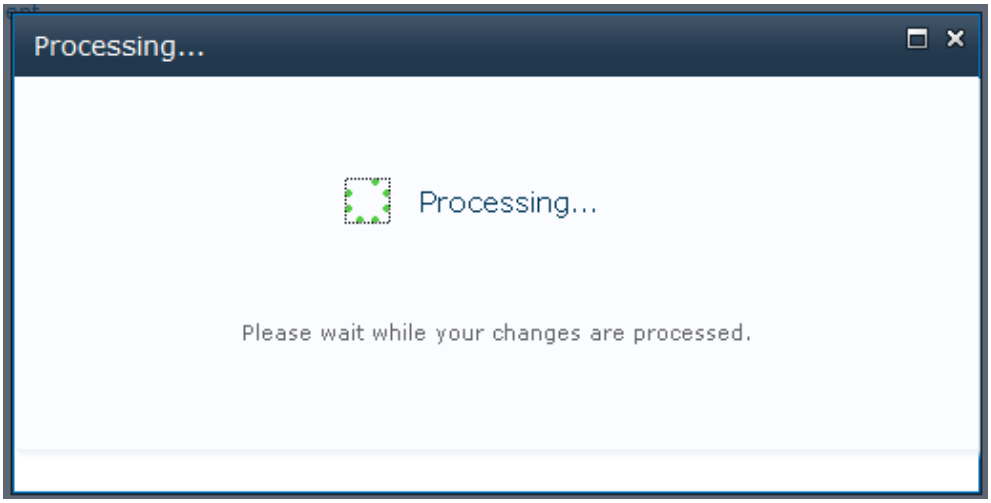


To Upload a document you can either click **Upload a Document** from the menu bar options or click Add document . Uploading documents is restricted to Data Managers, Visitors can only view documents.

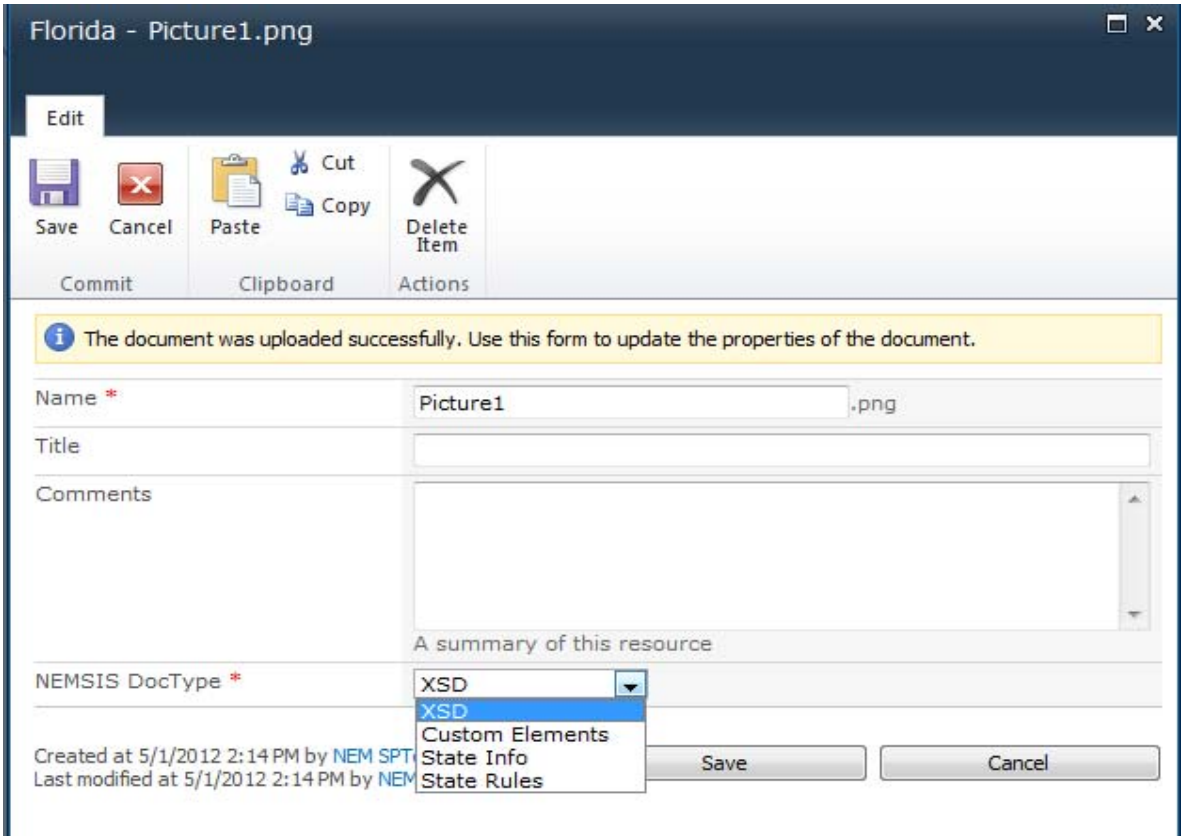


Click Browse… and find the document you want to upload. Then click OK.

Upload Document

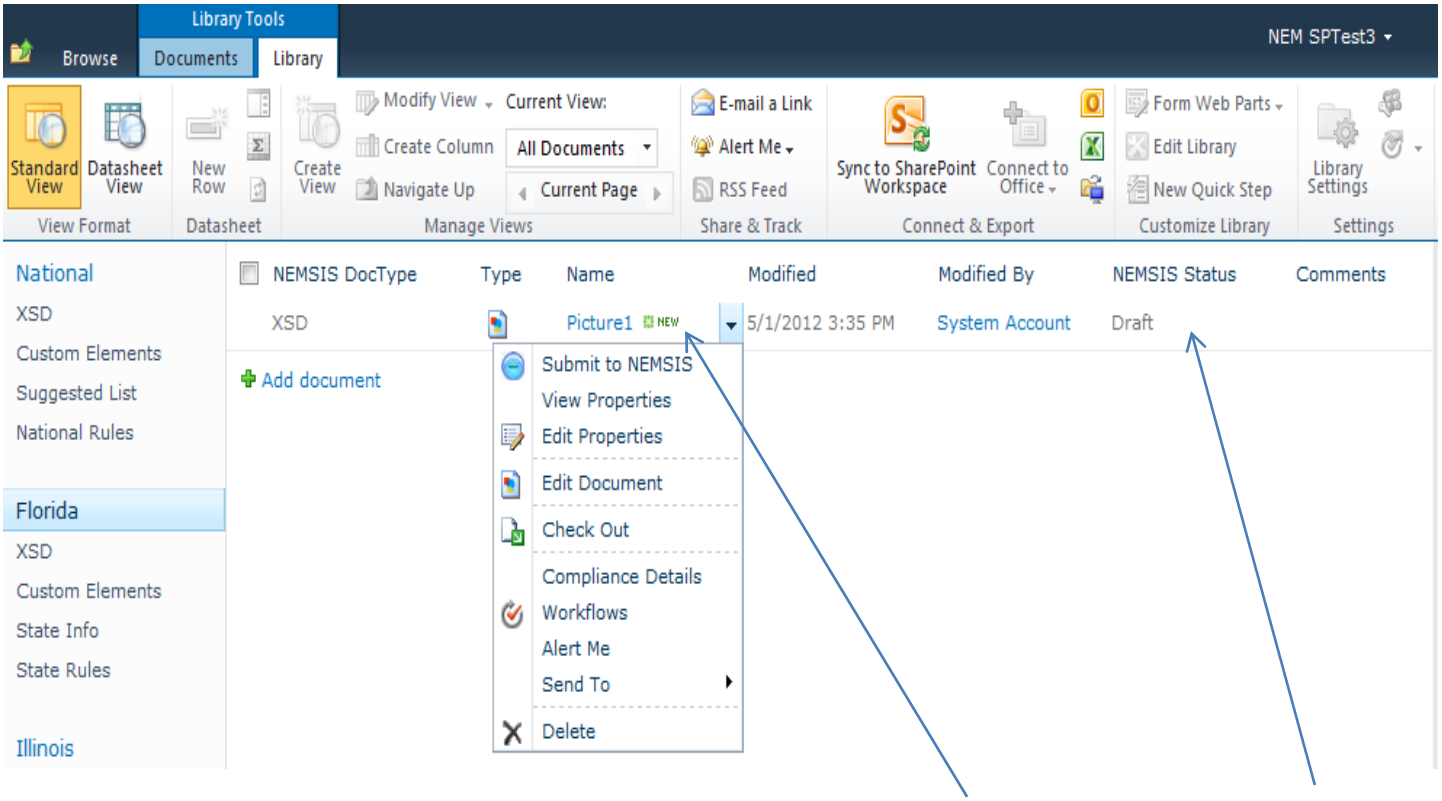


Briefly you will see the Processing a window open. This step uploads the document to SharePoint only. It has not been submitted to NEMSIS yet.



When this window opens please enter the Name, Title, Comments, and NEMSIS DocType. Use the drop down menu to choose a document type, the default is XSD. Provide a title and or comment only as needed, but it is not necessary. Then click Save or Cancel.

Submit to NEMSIS



The document that was most recently uploading to SharePoint will have a NEW box, next to it. In the NEMSIS Status column, it will also show as a Draft. When the status is still a Draft, the user can still make changes to the document. If this is the document you want to submit to NEMSIS, hoover the mouse toward the end of the name and an arrow will appear. Click the arrow and the menu options will appear (as shown above).

Menu Options:

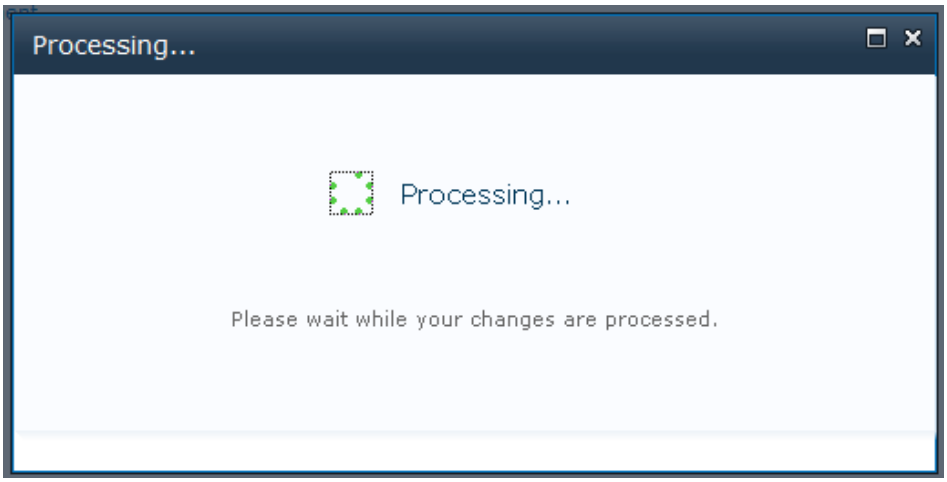
- **Submit to NEMSIS -** Actually submits to NEMSIS for approval.
- **View Properties** - View the properties of the selected document.
- **Edit Properties** - Edit the properties of the selected document.
- **Edit Document -** This description will vary depending on the type document that was uploaded, e.g. Word, Excel, PowerPoint, etc. Open document for editing.
- **Check Out - "**Checking Out" prevents this document from being edited by anyone.
- **Compliance Details** - Determine the retention stage and compliance with organizational policy.
- **Workflows** - Go to the Workflows page to start a new workflow on the selected document or to view the status of a running or completed workflow.
- **Alert Me** - Receive e-mail or mobile notifications when things change.
- **Send To -** Send the document to Other location, E-mail a link, or Download a Copy.
- **Delete Document -** Delete the selected document or documents.

Each Menu option will open a separate box with step-by-step instructions, explore to become familiar.

Submit to NEMSIS

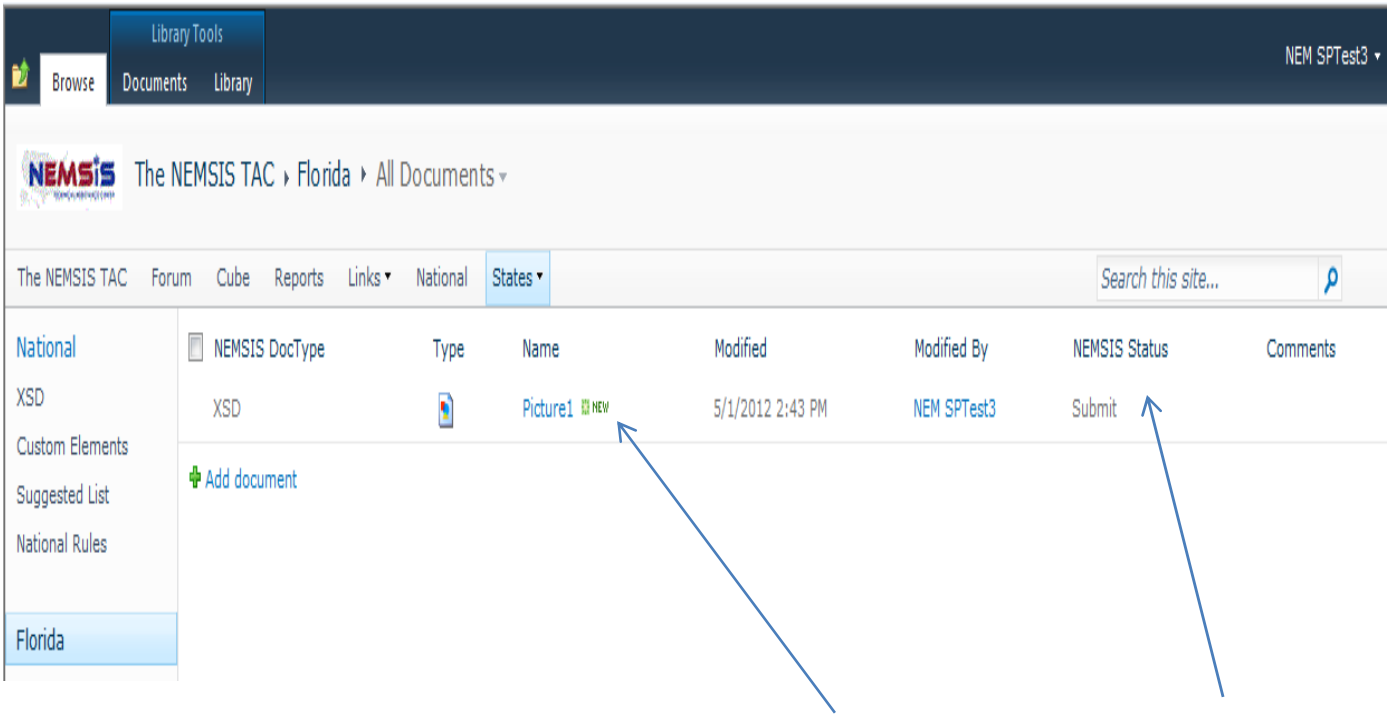
NEM SPTest3
The NEMSIS TAC › Start "NEMSIS Submit FL": Picture1
To start the workflow, use the submit button in the form below.
The NEMSIS TAC
Forum
Cube
Reports
Links
National
States
Search this site...
Submit to NEMSIS
5/1/2012
Are you sure you want to submit this file to NEMSIS?
Once submitted, the file cannot be modified until the NEMSIS TAC reviews it. If the file is finalized by NEMSIS, it becomes read only.
But you can modify the file if it is returned by NEMSIS for further work (i.e., file "rejected").
If yes, click the "Start" button below, otherwise click "Cancel".
Start
Cancel

When you click the Submit to NEMSIS option this is the window that will open. Verify the name of the document that you want to submit. The date is an automated field and cannot be changed. If you are sure that you want to submit the file, click Start.



Briefly you will see the Processing a window open. This step uploads the document to NEMSIS.

Submit to NEMSIS



The document that was submitted to NEMSIS will still have a NEW box, and in the NEMSIS Status column, it will also show as a Submit. The document cannot be submitted twice or an error message will appear.

Email Notification of Submission

Once your document has been submitted you will receive an email confirmation from the administrator at The NEMSIS TAC. The email will indicate the state, status, and type of document submitted. The document will become Read Only. Below are a few examples:

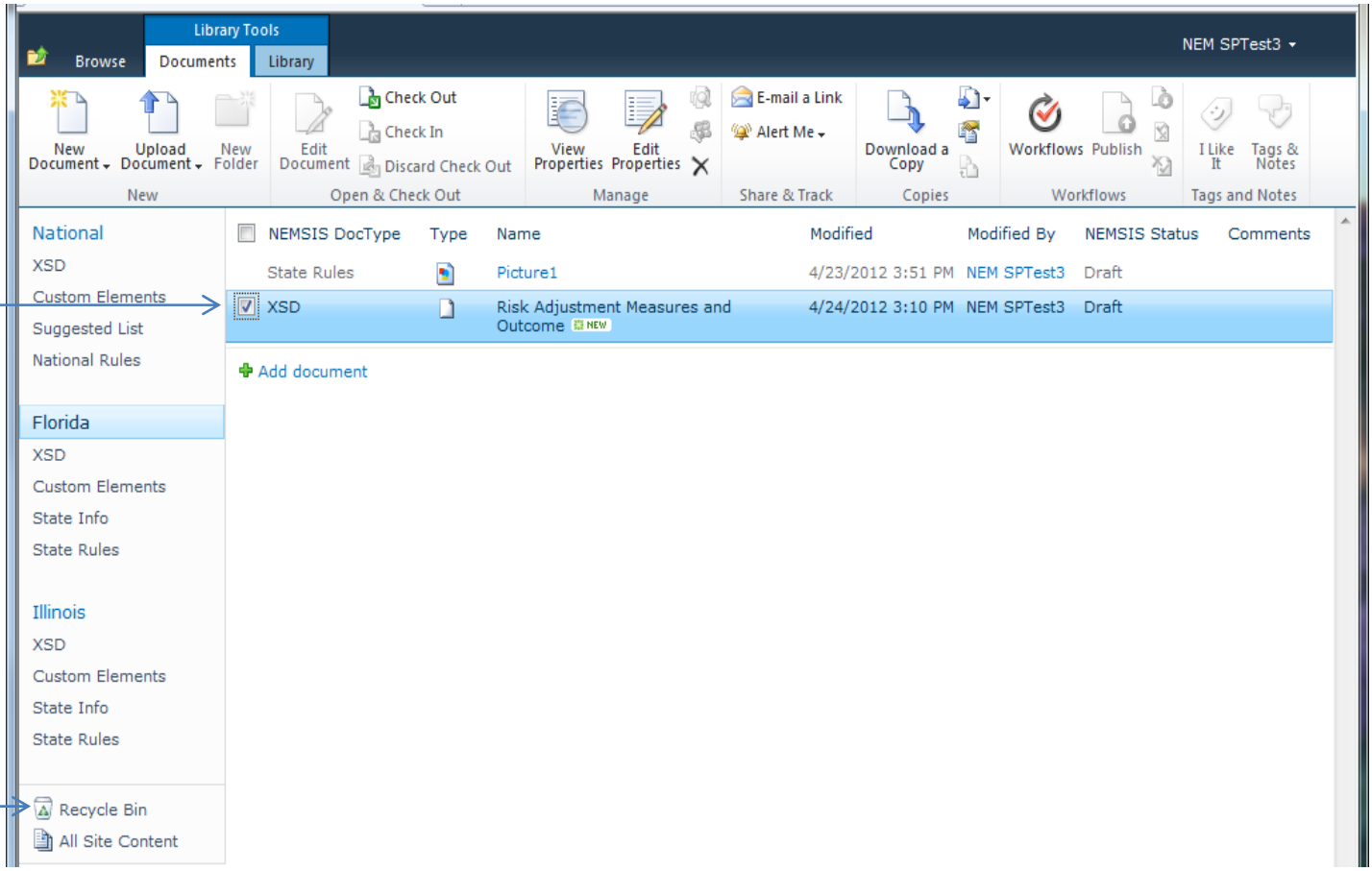
Approval Workflow Task (en-US) – FL started on Connect recording.

When a document is rejected the user will get an email stating that the document is rejected with the NEMSIS TAC Administrator's comments.

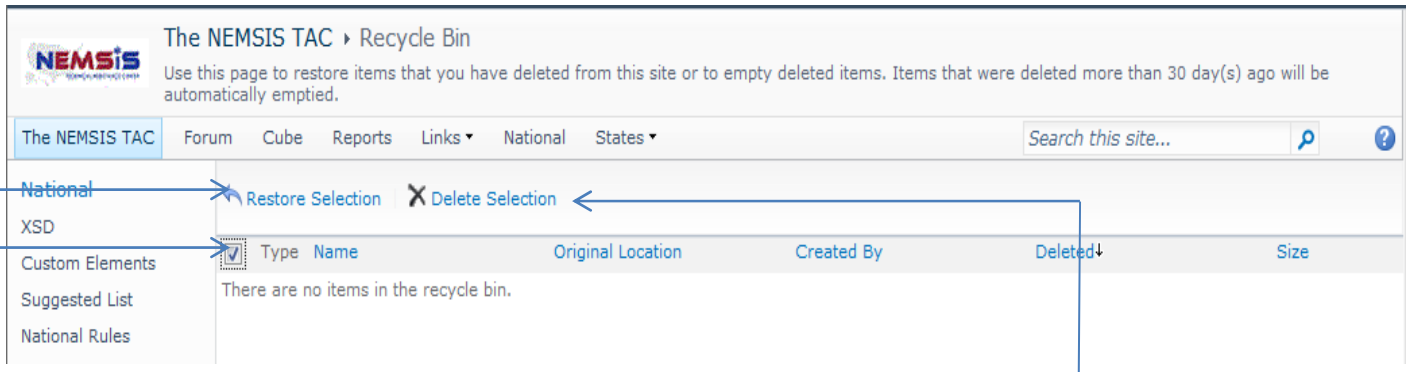
When the document is approved, the creator of the document, and others state users who modified the document, will all receive an email from the NEMSIS TAC Administrator.

When a document has been approved and published it will be made available to the EMS public on the NEMSIS website in the appropriate location. The information will be accessible in the final formatting. Where appropriate the document may be published as a PDF, whereas other documents will be in XML format, or spreadsheets. The goal of the publicly accessible website, without credentials, is to have one site that everyone across the nation can access. This will assist in maintaining the NEMSIS standard and formatting of documents as well as provide the software development companies a single source to access state requirements.

Recycle Bin

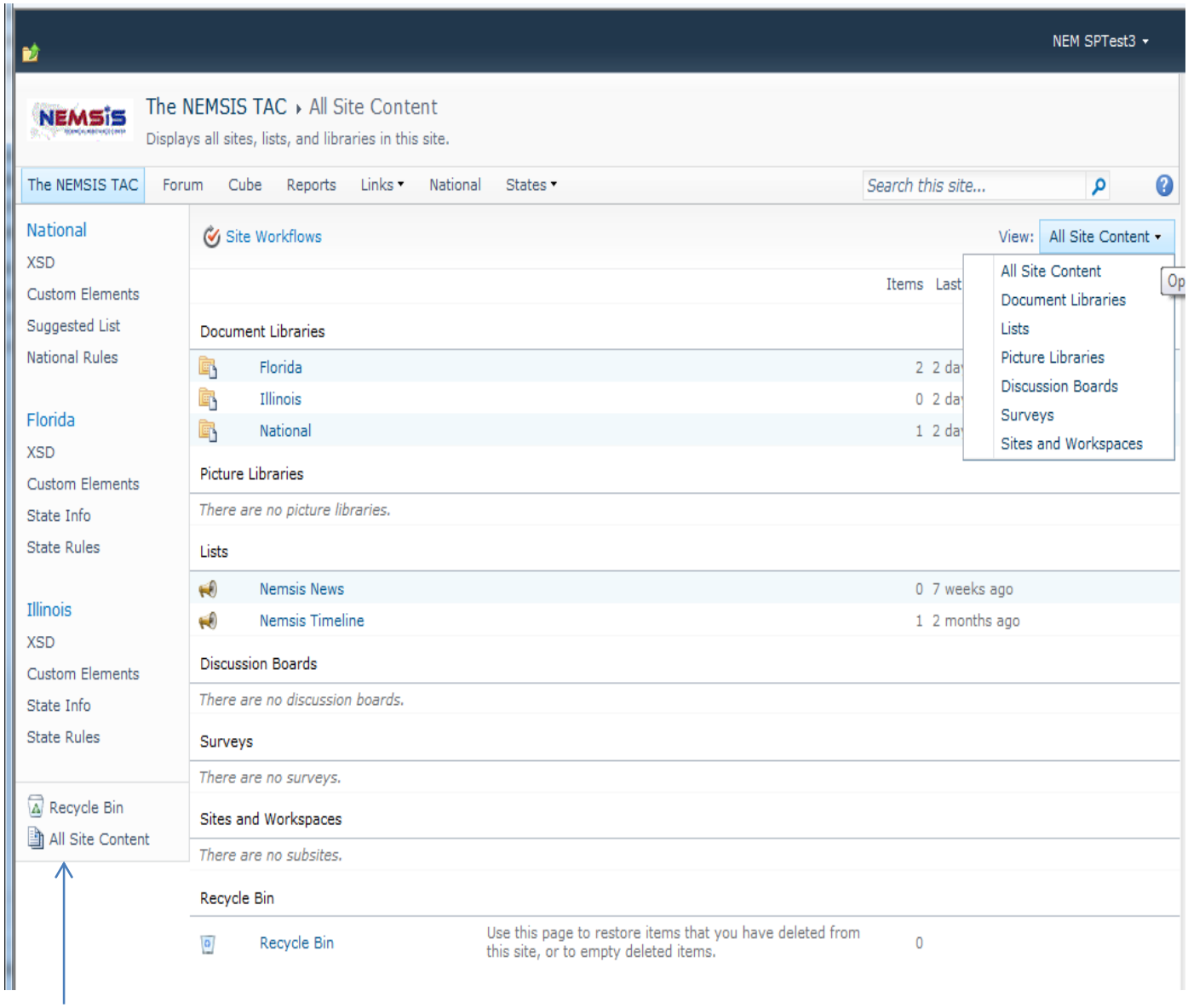


To delete a document(s), click the box next to the NEMSIS DocType, once the check appears in the box, click the Recycle Bin. The document will no longer appear in Library Tools, Documents. To see all deleted documents, click the Recycle Bin.



To restore items that you have deleted, click the box next to Type Name, and click Restore Selection. Also, to empty deleted items, click the box next to the name and click Delete Selection.

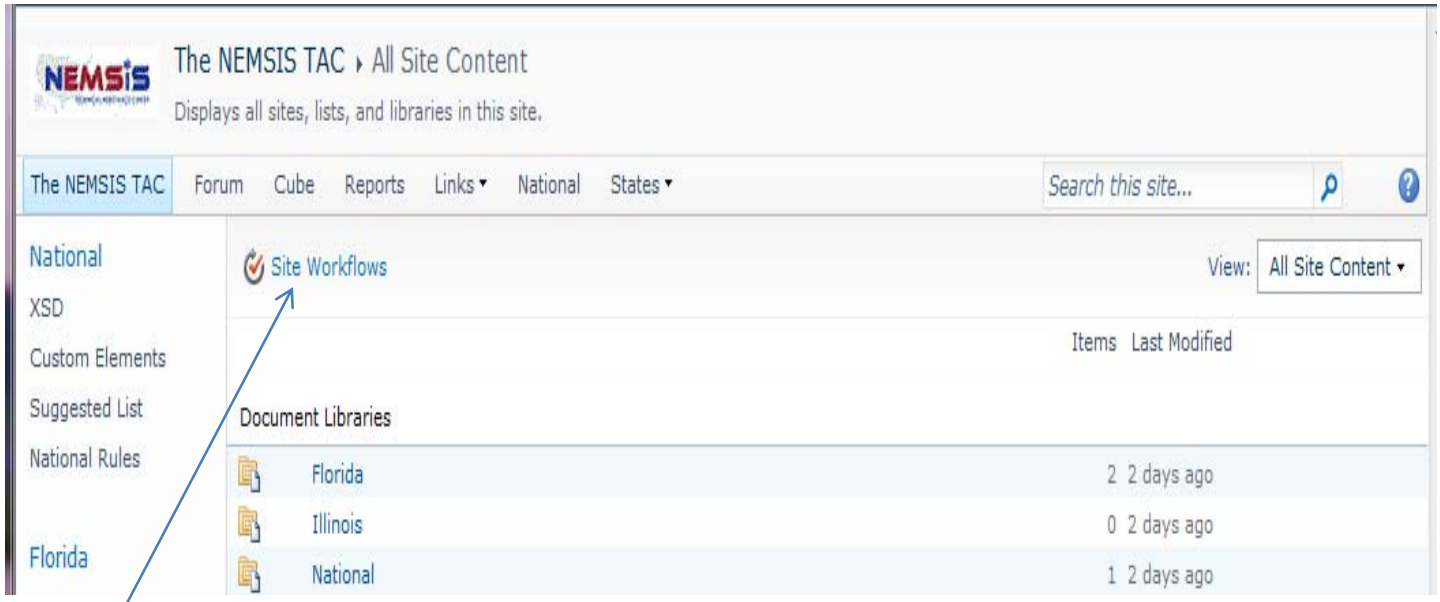
All Site Content



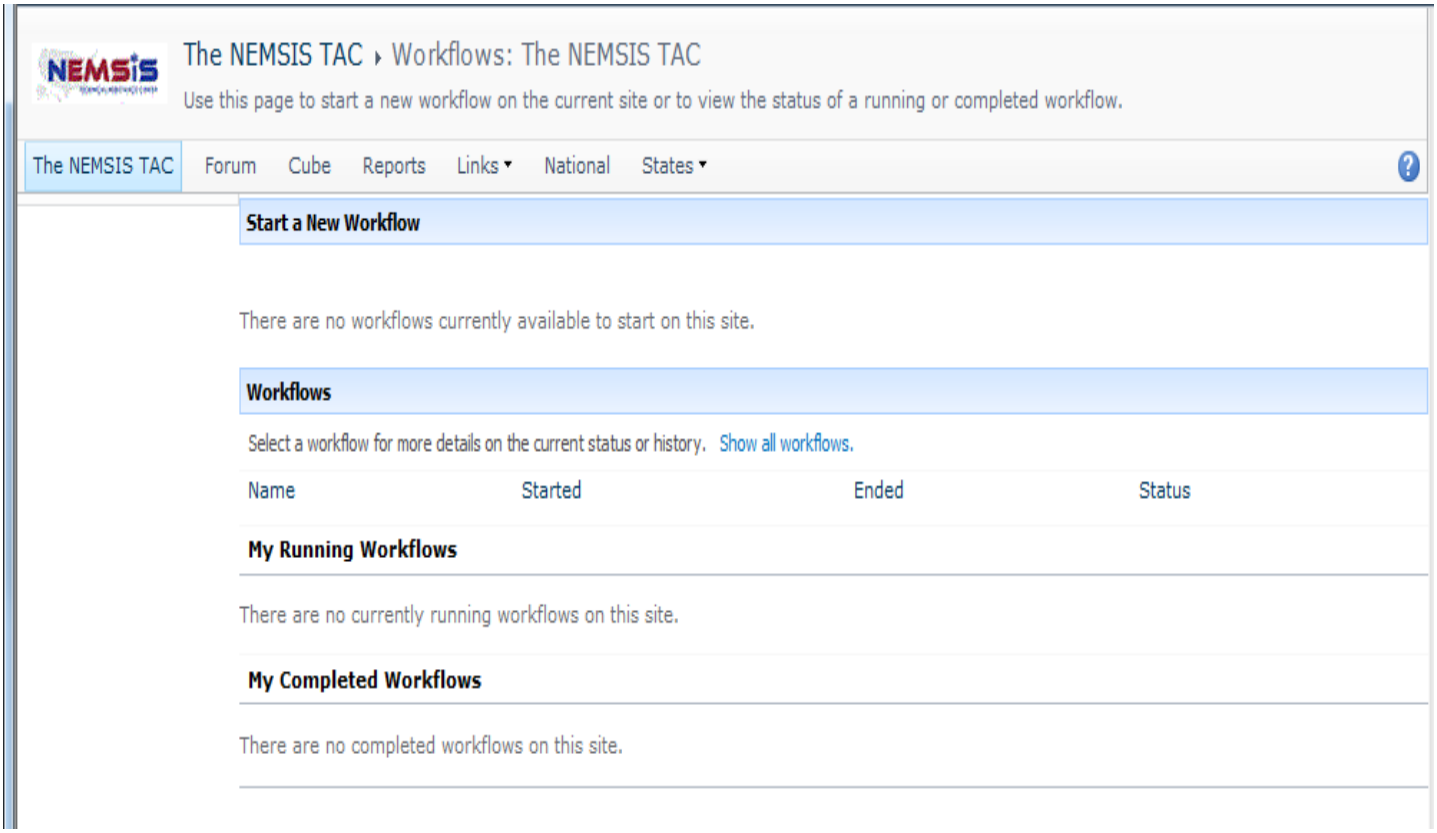
From any page of the SharePoint site, you can click All Site Content to view all the documents submitted for your state. Documents can be viewed and categorized by:

- **All Site Content**
- **Documents Libraries**
- **Picture Libraries**
- **Discussion Boards**
- **Surveys**
- **Sites and Workspaces**

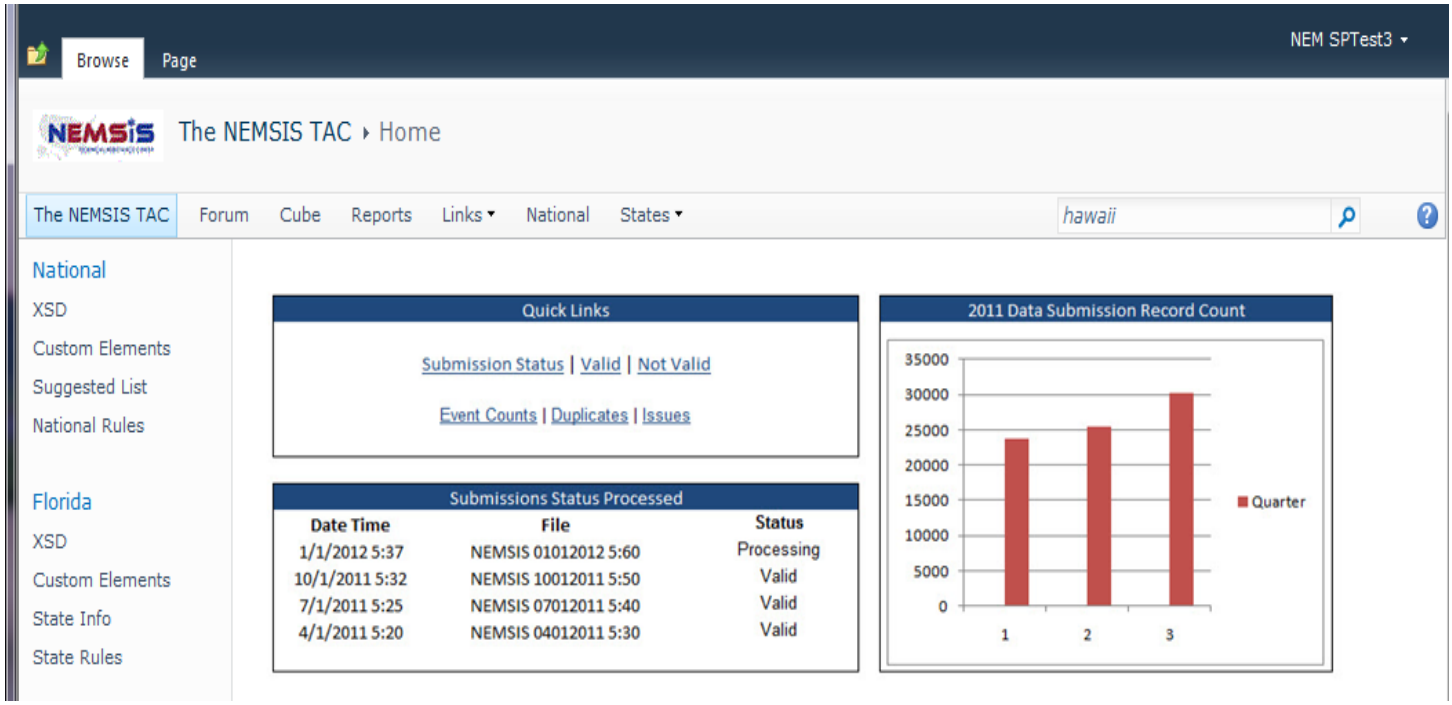
Site Workflow **(Provided for informational purpose ONLY, this page cannot be manipulated)**



Click on Site Workflows to review the progression or status of a particular document(s). You can only view the workflow reports from the All Site Content option. The screen will look similar to the one below.

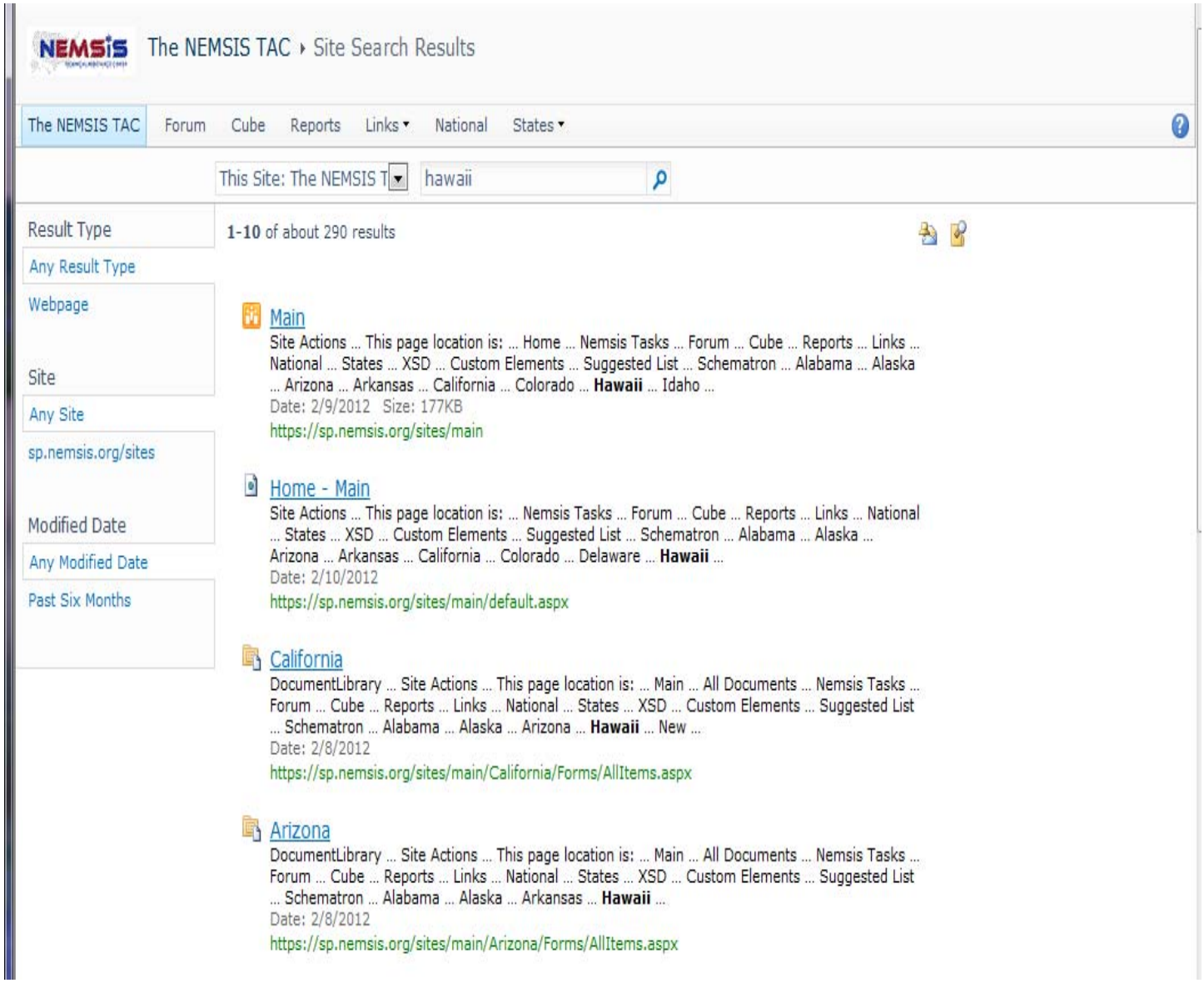

The NEMSIS TAC › Workflows: The NEMSIS TAC
Use this page to start a new workflow on the current site or to view the status of a running or completed workflow.
The NEMSIS TAC
Forum
Cube
Reports
Links
National
States
Start a New Workflow
There are no workflows currently available to start on this site.
Workflows
Select a workflow for more details on the current status or history. Show all workflows.
Name
Started
Ended
Status
My Running Workflows
There are no currently running workflows on this site.
My Completed Workflows
There are no completed workflows on this site.

Search Feature **(This a mock picture, later will be replaced with Dashboard information for each state)**

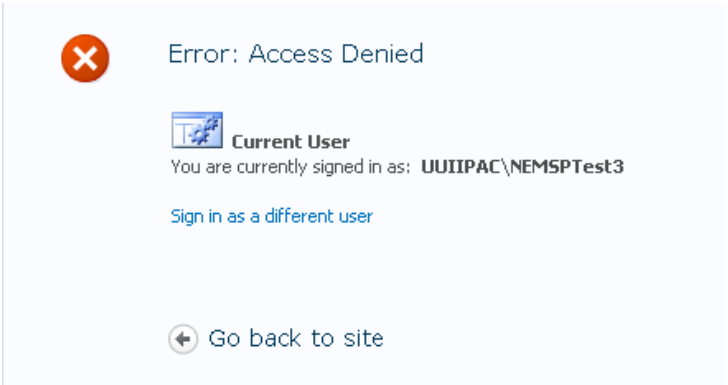


On the Home, National, and State pages there is a *Search this site…* box. Type what you are looking for and click the search icon. Wait a few minutes for the search to complete. It is recommended to search for documents within your state accessibility.

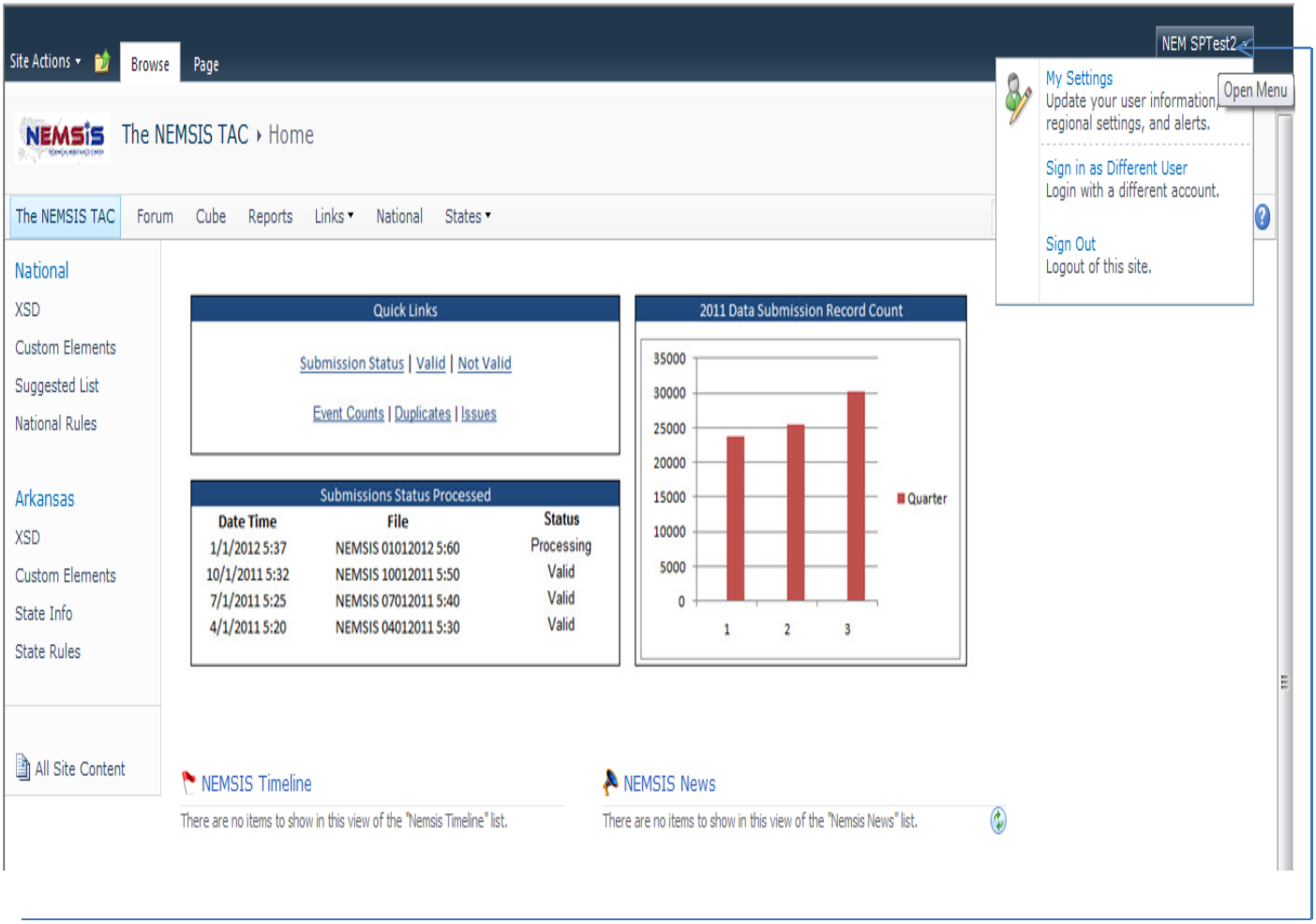
Search Results


The NEMSIS TAC › Site Search Results
The NEMSIS TAC
Forum
Cube
Reports
Links
National
States
This Site: The NEMSIS T
hawaii
Result Type
Any Result Type
Webpage
Site
Any Site
sp.nemsis.org/sites
Modified Date
Any Modified Date
Past Six Months
1-10 of about 290 results
Main
Site Actions ... This page location is: ... Home ... Nemsis Tasks ... Forum ... Cube ... Reports ... Links ... National ... States ... XSD ... Custom Elements ... Suggested List ... Schematron ... Alabama ... Alaska ... Arizona ... Arkansas ... California ... Colorado ... Hawaii ... Idaho ...
Date: 2/9/2012 Size: 177KB
https://sp.nemsis.org/sites/main
Home - Main
Site Actions ... This page location is: ... Nemsis Tasks ... Forum ... Cube ... Reports ... Links ... National ... States ... XSD ... Custom Elements ... Suggested List ... Schematron ... Alabama ... Alaska ... Arizona ... Arkansas ... California ... Colorado ... Delaware ... Hawaii ...
Date: 2/10/2012
https://sp.nemsis.org/sites/main/default.aspx
California
DocumentLibrary ... Site Actions ... This page location is: ... Main ... All Documents ... Nemsis Tasks ... Forum ... Cube ... Reports ... Links ... National ... States ... XSD ... Custom Elements ... Suggested List ... Schematron ... Alabama ... Alaska ... Arizona ... Hawaii ... New ...
Date: 2/8/2012
https://sp.nemsis.org/sites/main/California/Forms/AllItems.aspx
Arizona
DocumentLibrary ... Site Actions ... This page location is: ... Main ... All Documents ... Nemsis Tasks ... Forum ... Cube ... Reports ... Links ... National ... States ... XSD ... Custom Elements ... Suggested List ... Schematron ... Alabama ... Alaska ... Arkansas ... Hawaii ...
Date: 2/8/2012
https://sp.nemsis.org/sites/main/Arizona/Forms/AllItems.aspx

The search returned 290 results, however, not all will be available to you do due access rights. Although Hawaii appears under California, Arizona, and several other states, you only can access documents for your state. If you attempt to access information for a state which you do not have rights you will get the following error message.


Error: Access Denied
Current User
You are currently signed in as: UUIIPAC\NEMSPTest3
Sign in as a different user
Go back to site

Log Off SharePoint **(This a mock picture, later will be replaced with Dashboard information for each state)**



Click the arrow under your user name and the following options will appear:

- My Settings - Update your user information, regional settings, and alerts.
- Sign In as Different User - Login with a different account.
- Sign Out - Logout of this site.